



Venue Hire Application Form
(Private & Confidential)

1. **Title** **Given name** **Surname**

Mr / Mrs / Ms / Miss / Other _____		
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2. **Postal Address**

	Postcode
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3. **Contact Details**

Telephone		Mobile	
Email			

4. **Business Details**

Business Name			
ABN		Type of Business	
Do you have professional Indemnity Insurance?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, please provide a copy with this form.			

5. Do you require beverage (tea, coffee) services? (charges apply) Yes No
If Yes, for how many people _____

6. Do you require catering services? (charges apply) Yes No
We can supply contact details for caterers.

7. Do you require any of the following Audio Visual or Event Equipment? (charges apply)

Data Projector Sound System DVD Player CD Player TV Video

Whiteboard Yoga Mats (qty _____) Blankets (qty _____)

8. Do you require chairs? Quantity _____ Yes No

Do you require tables? Quantity _____ Small/Large Yes No

What room set up do you require? Theatre Style U-Shaped Style Class Room Style Other

If other please specify _____



theintuitivewell

9. Do you have any other special requirements?

If Yes, please specify _____

10. Event title? _____ Expected Participant No. _____

Event Start Date: _____ Event End Date: _____

Event Start Time: _____ Event Finish Time: _____

Type of activity for the event? _____

What level of noise will your event involve? High Medium Low Quiet

DECLARATION

I the undersigned, declare that:

- 1. The information given on this application form is accurate and complete
- 2. I accept the quote provided
- 3. I have read and understood the venue hire terms & conditions (view website or request a copy from TIW)

In signing the terms & conditions, they are binding upon you.

For and on behalf of (business name)

Date

Name (please print)

Signature

Office Use Only

Approval Signature	
Event Room #	