

Application for Hire of Ryde Anglican Centre 2017

Day **Date**

Organisation

Address

Email

Phone

Name of contact person

Type of Function & description

Will there be a charge for attending? Yes/No **Number of people expected**

Time & duration of event

	Event start	Event finish		Access to set up	Vacate
Day 1			Day 1		
Day 2			Day 2		
Day 3			Day 3		

Area to be used Auditorium Hall Wall open Kitchen Caterer?
 Classroom 2 Classroom 3 Classroom 4 Classroom 5 Classroom 6
 Youth Centre Underground Car Park

Equipment required

Auditorium Sound System Recording to USB Microphones How many?
 Data Projector Video DVD

Hall Microphone Data Projector Video DVD White board tables

Kitchen Table cloths How many? Number.

Please include your bank details for return of bond	BSS	Account Number
--	-----	----------------

Invoice #	Warden Approval	Licence	Contact List	Public liability	Liaison	Paid
-----------	-----------------	---------	--------------	------------------	---------	------

Notes