



CHURCH
FREMANTLE

P.O. Box 313,
South Fremantle
WA 6162

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Venue Hire Application / User Agreement 2018 / 2019

Contact Details:

CONTACT NAME:

ORGANISATION:

ABN:

ADDRESS:

STATE:

POSTCODE:

PHONE NUMBER:

EMAIL ADDRESS:

Facility Information:

PURPOSE OF HIRE:

AREA/s REQUIRED:

EVENT NAME:

ESTIMATED
ATTENDANCE:

DAY/S REQUIRED:

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FREQUENCY: ONCE OFF

DAILY

WEEKLY

MONTHLY

START DATE:

END DATE:

SETUP TIME:

START TIME:

PACK DOWN TIME:

FINISH TIME:

Hire & Security Information:

Do you represent a not-for-profit organisation?	Y <input type="checkbox"/>	N <input type="checkbox"/>
Is the company you represent incorporated?	Y <input type="checkbox"/>	N <input type="checkbox"/>
Will you be charging entry to your event?	Y <input type="checkbox"/>	N <input type="checkbox"/>
Will entry be by invitation only?	Y <input type="checkbox"/>	N <input type="checkbox"/>
Will security be provided?	Y <input type="checkbox"/>	N <input type="checkbox"/>

Please provide details of security:

(compulsory if hiring outside of business hours (Monday to Friday, 9AM to 5PM))

Alcohol & Food:

We regret to inform you that alcohol is under no circumstances allowed to be served, sold or consumed on the premises of 230 Hampton Road, South Fremantle, WA 6162.

Will food be served?	Y <input type="checkbox"/>	N <input type="checkbox"/>	Will food be sold?	Y <input type="checkbox"/>	N <input type="checkbox"/>
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Equipment & Amusements:

Please describe any equipment/amusements you will be using. Especially those that will create a lot of noise or disturbance to other venue hirers. (e.g. smoke machines, slushy makers, bouncing castles etc.)

Bond Return Information:

To be completed to receive a bond refund by bank deposit (refer to Terms and Conditions attached).

ACCOUNT NAME:

BANK NAME:

BANK BRANCH:

BSB NO: A/C NO:

Declaration:

I agree that I have read the Christian City Church Fremantle Inc. Terms and Conditions of Hire. I agree to abide by the Christian City Church Fremantle Inc. Conditions of Hire and be responsible for payment of all fees and charges associated with this hire.

I agree that I have the authority to make this application on behalf of the above-named organisation.

SIGNATURE: DATE:

TITLE/POSITION:

IMPORTANT NOTICE:

- Applicants must be over 18 years of age.
- This form is an application only and must be submitted at least 10 days prior to the start date for your booking to be processed.
- **Please read all parts of this application carefully as it is the hirer's responsibility to ensure that they have correctly completed the information requested and have understood the [Terms and Conditions of Hire](#) (overleaf).**

FOR OFFICE USE ONLY:

Date Received: Fee Amount: Bond Amount:

Received By: Fee Due Date: Date Refunded:

Booking ID: