



# THE DAX CENTRE VENUE HIRE BOOKING FORM

## PART A - HIRER DETAILS

First Name \_\_\_\_\_

Surname \_\_\_\_\_

Organisation Name \_\_\_\_\_

Address \_\_\_\_\_

Suburb \_\_\_\_\_

State \_\_\_\_\_ Postcode \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

## PART B - DEPOSIT

**1.** A Deposit invoice of 50% of the total cost of the venue hire booking amount will be issued to secure your booking.

Invoice contact name \_\_\_\_\_

Contact email \_\_\_\_\_

Contact phone number \_\_\_\_\_

### Booking Contact:

[info@daxcentre.org](mailto:info@daxcentre.org)

**Please complete and return the booking form to begin the booking confirmation. We will then send an invoice for 50% of the total cost of the venue hire.**

Your booking will be confirmed when we have both the completed booking form and payment of the 50% deposit.

The remaining 50% of your venue hire amount will be due two weeks prior to your event.



THE DAX CENTRE

### PART C - INSURANCE - COMPULSORY

2. I have a current Public Liability Insurance certificate.  Yes  No  
(Please attach a copy as part of this request)

### PART D - FUNCTION DETAILS

3. AREAS OF USE:

- Gallery
- Boardroom
- Auditorium

	Date	Start time	Finish time
4. Set Up	_____	_____	_____
5. Function	_____	_____	_____
6. Pack Down	_____	_____	_____
7. Vacate	_____	_____	_____

8. Please provide names of 1-2 contacts who will be present on the day and be able to communicate with The Dax Centre staff:

Name 1 \_\_\_\_\_

Contact Number \_\_\_\_\_

Name 2 \_\_\_\_\_

Contact Number \_\_\_\_\_

9. Number of people attending? \_\_\_\_\_

10. Type of function:

- Community Event
- Meeting
- Fundraiser
- Training
- Conference
- Dinner
- Other \_\_\_\_\_

11. Will the applicant (or anyone on their behalf) be providing food or drinks at the function?  Yes  No

12. Will alcohol be provided at the event/function?  Yes  No

13. Will your function attract any media?  Yes  No

### PART F - REQUIREMENTS AND USAGE

14. How many tables do you require? \_\_\_\_\_

15. How many chairs do you require? \_\_\_\_\_

16. Do you require a microphone?  Yes  No

Please provide details of event setup including tables and chairs on attached gallery floor plan.

### PART G - DECLARATION

I am over the age of 18 years and agree that the above information is true and correct and the booking is tentative until confirmed by The Dax Centre in writing.

Signature \_\_\_\_\_

Date            /            /

Name (please print) \_\_\_\_\_

Please use this floor plan to map out venue hire requirements including tables/chairs/stands/catering

