

# The Chung Wah Association Inc

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## VENUE HIRE APPLICATION FORM

I/We wish to book the	Chung Wah Hall – Main Hall (Northbridge)
	Chung Wah Hall – Conference Room (Northbridge)
	Chung Wah Cultural Centre (Balcatta)

Date and Time (including set up and pack up time)		
Date		
Time	From:	To:

Name of Organisation	Contact Person
Email Contact	Phone Contact

Purpose of Hire (please provide as much details as possible)

Estimated attendance			
Public Liability Insurance	YES	NO	
Food and beverage served	YES	NO	
Alcohol served	YES	NO	
Use of kitchen	YES	NO	
Skip bins required	YES	NO	Size:    cubic metres    Quantity:

I have read and understood the attached terms and conditions on the use of the above mentioned premise.

Signature:	Name:	Date:

**OFFICE USE ONLY**    Processed by:    Date:

Item	Quantity	Rate	Subtotal	Paid	Date	Payment Method	Receipt No.
Bond							
Hire Fee (hours)							
Kitchen							
Skip Bin							

Kitchen							
Skip Bin							
Other Charges							

Note: Due date – Bond on confirmation of booking, others at least 14 Days before Event Date

*Last Updated July 2014*