

The Chung Wah Association Inc

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VENUE HIRE APPLICATION FORM

I/We wish to book the	<input type="checkbox"/> Chung Wah Hall – Main Hall (Northbridge)
	<input type="checkbox"/> Chung Wah Hall – Conference Room (Northbridge)
	<input type="checkbox"/> Chung Wah Cultural Centre (Balcatta)

Details			
Name of Organisation		Contact No	
Email address		Phone number	
Date of Event		Day of Event	
Start time of event		End time of event	
Bump-in time		Bump-out time	
Purpose of Hire (please provide as much details as possible)			
Estimated attendance			
Public Liability Insurance	<input type="checkbox"/> YES <input type="checkbox"/> NO (kindly provide a copy for reference if yes)		
Food and beverage served	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Use of kitchen (No cooking permitted)	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Skip bins required	<input type="checkbox"/> YES <input type="checkbox"/> 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:
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OFFICE USE ONLY	Processed by:	Date:
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Item	Qty	Rate	Amount	Date	Payment Method	Receipt No.
Bond (to be paid on confirmation of booking)						
Hire fee (hours)				Note:		
Skip Bin (2.5 cubic metres)	1	\$150 + GST				
Standard Cleaning fee	1	\$150 + GST				
Operational fee	1	\$350 + GST				
Other Charges						
Other Charges						
TOTAL				To be paid 21 days prior to event date		

<p>CW Office Check list:</p> <p><input type="checkbox"/> Executive Committee approval date _____</p> <p><input type="checkbox"/> Certificate of currency received date _____</p> <p><input type="checkbox"/> Invoiced date _____</p> <p><input type="checkbox"/> bond received date _____</p> <p><input type="checkbox"/> Hall hire payment received date _____</p>	<p><input type="checkbox"/> Hall returned in acceptable condition</p> <p style="margin-left: 20px;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="margin-left: 20px;">Why Not? _____</p> <p style="margin-left: 20px;">_____</p> <p style="margin-left: 20px;">_____</p> <p><input type="checkbox"/> Bond amount deducted _____</p> <p><input type="checkbox"/> Bond refunded date _____</p>
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