



Mosman Art Gallery & Community Centre VENUE HIRE APPLICATION FORM

DATE OF APPLICATION:		NAME OF HIRER:			
PRIMARY CONTACT DETAILS:					
Contact Name/s:					
Mailing Address:					Post Code:
Contact Numbers:	Home:	Work:	Fax:		
	Mobile:	E-Mail:			
SECONDARY CONTACT DETAILS:					
Contact Name/s:					
Mailing Address:					Post Code:
Contact Numbers:	Home:	Work:	Fax:		
	Mobile:	E-Mail:			
DATE/TIME OF HIRE:	Date Required:	Time: From..... to	No. Hours		
	Date Required:	Time: From..... to	No. Hours		
	Date Required:	Time: From..... to	No. Hours		
	Date Required:	Time: From..... to	No. Hours		
	Date Required:	Time: From..... to	No. Hours		
SET-UP TIME	Will time be required for decorating/set up? Yes <input type="checkbox"/> No <input type="checkbox"/>				
	If yes, Time: From..... to				
NUMBER OF PEOPLE TO ATTEND FUNCTION:		Approximately:	But Not Exceeding:		
YOUTH EVENT (if applicable):		No. of kids:	No. of Adults:		
VENUE (please tick):	Grand Hall <input type="checkbox"/> <i>Capacity 210</i>	Harmony <input type="checkbox"/> Room <i>Capacity 25</i>	Melody <input type="checkbox"/> Room <i>Capacity 55</i>	Gallery <i>Capacity: variable</i>	
PURPOSE OF HIRE:	Community Group Meeting	<input type="checkbox"/>	Corporate Event	<input type="checkbox"/>	
	Private Function (Wedding or Party)	<input type="checkbox"/>	Lecture	<input type="checkbox"/>	
	Dinner/Business Activity	<input type="checkbox"/>	Seminar	<input type="checkbox"/>	
	Performance	<input type="checkbox"/>	Other (Please describe).....		
				

VENUE HIRE APPLICATION FORM (continued)

CATERING ARRANGEMENTS: <i>(if applicable)</i>	Will you be using a caterer? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please include contact details of caterer: If No, what are your food & beverage arrangements:			
WILL THERE BE AN ADMISSION CHARGE FOR YOUR FUNCTION? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, how much? \$.....				
YOUR ORGANISATION:	Is your Organisation Incorporated? <input type="checkbox"/> Yes <input type="checkbox"/> No			
PUBLIC LIABILITY:	Do you have Public Liability Insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, relevant Certificate of Currency No:.....			
LIQUOR:	Will liquor be supplied? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, note Condition of Use No. 6.			
ROOM SET UP:	U-Shape <input type="checkbox"/> Banquet <input type="checkbox"/> Lecture/Theatre Style <input type="checkbox"/> Small Group Clusters <input type="checkbox"/> Other (please describe):			
ESTIMATED FEES AND CHARGES:	Hall/Room Hire:	Admin/Set-up Fees:	Security Deposit:	Total:
	\$	\$	\$	\$
PAYMENT METHOD:	Cash:	Cheque:	Visa, Master Card, American Express:	
<i>I have read the Venue Hire and Conditions of Use for the Mosman Art Gallery and Community Centre and agree to abide by these conditions:</i>		APPLICANT'S SIGNATURE: DATED:		
FACILITIES REQUIRED (See Attached Sheet)				

OFFICE USE ONLY:	DATE OF PROCESSING:	APPLICATION APPROVED: Yes No
	DATE OF DATA ENTRY:	DATE INFORMATION PACKAGE SENT:
PROCESSING STAFF MEMBER:	NAME:	SIGNATURE:

FACILITIES REQUEST FORM

Please list the equipment and the number of items required.

Floor plan of Grand Hall and catering information is available.

Tables:

- Large round tables seating up to 10 people
(2.4m in diameter)
- Trestle tables
(2.4m x 0.75m)
- Small cafe tables (8 square)
(0.75m x 0.75m)
- Small cafe tables (5 round)
(0.75m in diameter)

Chairs:

Upholstered chairs for up to 160

Plastic chairs for up to 30

Stools

Full Dinner Service for up to 150 people:

Crockery:

Dinner plates

Entrée plates

Soup plates

Bread & butter plates

Dessert plates

Tea/coffee cups and saucers

Salt and pepper

Milk jugs

Glassware:

Red wine

White wine

Champagne

Beer/water

Shot glasses

Other Equipment:

Water jugs

Ice buckets

Coffee plungers

Urns

Use of Kitchens:

Kitchen 1 - Ground Floor

Kitchen 2 – Level 1

Cutlery:

Entrée knives and forks

Soup spoons

Main knives and forks

Dessert spoons

Tea spoons

Napery:

Linen table cloths

Linen napkins

FACILITIES REQUEST FORM (continued)

OTHER FACILITIES AND SERVICES AVAILABLE ON REQUEST (*please tick*):

- Clothes racks
- Data Projector
- Display board
- Easels
- Extra Lighting
- Glass candle holders
- Glass vases
- Grand piano
- Heaters
- Ice bins
- Lectern / Podium
- Microphone
- Overhead projector
- Plinths
- Portable Stage
- Screens (large and medium)
- Small café (square and round) tables
- Table numbers
- Television, VCR & DVD
- Trolleys
- Whiteboard