

HALL HIRE ENQUIRY

177 Union Road, Surrey Hills, 3127 Office Phone 9890 2165

Name

Name of Organisation

Purpose of Organisation

Date of enquiry.....

Details of hall hire purpose/s

Date/s and time/s required: Time: From To

Details of representative responsible for payment, use of facilities: keys, lights, heaters, cleaning, etc.

Name

Address

Telephone – Home/ business Mobile

Email.....

Name of Insurer (for ongoing hirers only)..... Policy No.

Public Liability Amount covered \$...... * Please enclose copy of policy

Please tick which of the following venues/ facilities you require –

- Trinity Hall (and \$25 the use of kitchen) (\$100 for 3 hours or part thereof)
- Carter Hall (which includes the use of kitchen) (\$100 for 3 hours or part thereof)
- Additional time over 3 hours (\$35 ph or part thereof)
- John English Meeting Room (\$30 ph)

From the above schedule, my estimated payment will be \$.....

I agree to the conditions on the Holy Trinity Parish Facilities Information Sheet as determined by the Parish Council and to the provision of Public Liability insurance cover for such use.

Signed

Date

(Name – Please Print)

Signed Holy Trinity rep.

Please return completed form to

Holy Trinity Anglican Church, Surrey Hills, 177 Union Road, Surrey Hills, 3127
or email to **office@holytrinity.sh**

Office Notes: