

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

APPLICATION FOR ONCE ONLY use of Parish Facilities

Name of Organisation:

Purpose of Organisation:

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

Name:

Address:

Telephone – Home/ business: Mobile:

Email:

**Details of representative responsible for payment**

Name

Address :

Telephone – Home/ business: Mobile:

Email:

Name of Insurer:

Policy NO:

Public Liability Amount covered

\* Please enclose copy of policy

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

- Trinity Hall (additional \$25 for 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 (\$50 ph or part thereof)
- John English Meeting Room (\$30 ph)

Day /Date required: Time –

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)

**Please return completed form to Holy Trinity Anglican Church, Surrey Hills, 177 Union Road,**

Surrey Hills, 3127 or email to [office@holytrinity.sh](mailto:office@holytrinity.sh)