



| <b>Venue Hire Request Form</b>                                     |  |
|--|--|
| <b>Name</b>  |  |
| <b>Address</b>   |  |
| <b>E mail</b>  |  |
| <b>Contact No</b>  |  |
| <b>Event Information</b>   |  |
| <b>Type of Event</b>   |  |
| <b>Approx No of Guests</b>   |  |
| <b>Desired Start Time</b>  |  |
| <b>Desired Finish Time</b>   |  |
| <b>Catering Information<br/>Dietary Requirements<br/>Allergens</b> |  |
| <b>Bar Information</b>   |  |
| <b>Entertainment Information</b>                                   |  |
| <b>Deposit Paid By</b>   |  |
| <b>Amount To Pay:</b>  |  |
| <b>Booked By:</b>  |  |
| <b>Special Requirements Attach</b>                                 |  |
| <b>Any Notes Attach</b>  |  |

| Day 1                          | Time       | Location       | Contact Name       | Contact Phone       |
|--------------------------------|------------|----------------|--------------------|---------------------|
| <b>Breakfast</b>               | Enter time | Enter location | Enter contact name | Enter contact phone |
| <b>Technical Workshop</b>      | Enter time | Enter location | Enter contact name | Enter contact phone |
| <b>Lunch</b>                   | Enter time | Enter location | Enter contact name | Enter contact phone |
| <b>Client Visit</b>            | Enter time | Enter location | Enter contact name | Enter contact phone |
| <b>Dinner</b>                  | Enter time | Enter location | Enter contact name | Enter contact phone |
| <b>Conference Call Meeting</b> | Enter time | Enter location | Enter contact name | Enter contact phone |
| <b>Other 1</b>                 | Enter time | Enter location | Enter contact name | Enter contact phone |
| <b>Other 2</b>                 | Enter time | Enter location | Enter contact name | Enter contact phone |
| <b>Other 3</b>                 | Enter time | Enter location | Enter contact name | Enter contact phone |

**Notes/Additional Items**

|                                     |
|-------------------------------------|
| <p>Enter Notes/Additional Items</p> |
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| Day 2                          | Time       | Location       | Contact Name       | Contact Phone       |
|--------------------------------|------------|----------------|--------------------|---------------------|
| <b>Breakfast</b>               | Enter time | Enter location | Enter contact name | Enter contact phone |
| <b>Technical Workshop</b>      | Enter time | Enter location | Enter contact name | Enter contact phone |
| <b>Lunch</b>                   | Enter time | Enter location | Enter contact name | Enter contact phone |
| <b>Client Visit</b>            | Enter time | Enter location | Enter contact name | Enter contact phone |
| <b>Dinner</b>                  | Enter time | Enter location | Enter contact name | Enter contact phone |
| <b>Conference Call Meeting</b> | Enter time | Enter location | Enter contact name | Enter contact phone |
| <b>Other 1</b>                 | Enter time | Enter location | Enter contact name | Enter contact phone |
| <b>Other 2</b>                 | Enter time | Enter location | Enter contact name | Enter contact phone |
| <b>Other 3</b>                 | Enter time | Enter location | Enter contact name | Enter contact phone |

**Notes/Additional Items**

|                                     |
|-------------------------------------|
| <p>Enter Notes/Additional Items</p> |
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