

Eastwood Town Hall – Application form



Mahboba's Promise

74 Agincourt Road

Marsfield

NSW 2122

Email: office@mahbobaspromise.org

About This Form

Use this form to apply for the Hall Hire of 74 Agincourt Road, Marsfield

Terms & Conditions

Fees, charges and all other details can be found in the Terms & Conditions document.

How to Lodge this Form

Please ensure all fields have been filled out, otherwise we may be unable to process your application.

Forms must be completed by an adult 21 years and over.

Once completed, forms can be submitted by:

Email office@mahbobaspromise.org

Mail: P.O .Box 6234, North Ryde NSW 2113

In person at 74 Agincourt Road, Marsfield

PART A – APPLICANT DETAILS

Organisation Name	
Organisation ABN	
Contact First Name	
Contact Surname	
Email	
Phone	
Mobile	

PART B - INSURANCE – Compulsory

		Yes	No
2	I have a current Public Liability Insurance certificate. (Please attach a copy as part of this request)		

PART C – HALL USE DETAILS

3	AREAS OF USE:	
	<input type="checkbox"/> Hall <input type="checkbox"/> Stage *Disability Accessible	<input type="checkbox"/> Kitchen
4	Hire start date: ____/____/____	
	Hire end date: ____/____/____	
	Start time of hire* ____:____am/pm (*please include set-up time needed)	End time+: ____:____am/pm (*please include clean-up time needed)
Multiple dates: _____		
5	Number of people attending? __ __	
6	What activity will the hall be used for? _____ _____ _____ _____	
	As a policy of use, any function or activity held at the hall must provide a clear benefit to the community. Please describe how the activity benefits the community: _____ _____ _____ _____	

PART D - HALL REQUIREMENTS AND USAGE

		Yes	No
7	Do you require use of the PA system?	<input type="checkbox"/>	<input type="checkbox"/>
8	Do you require hot water for refreshments such as tea, coffee etc.? If yes, please specify: _____	<input type="checkbox"/>	<input type="checkbox"/>
9	Do you require use of the projector and projector screen?	<input type="checkbox"/>	<input type="checkbox"/>
10	Do you require use of any tables and chairs? If yes, how many? _____	<input type="checkbox"/>	<input type="checkbox"/>
11	Will you be serving alcohol? _____ <small>It is the responsibility of the Hirer to arrange for the relevant Limited License</small>	<input type="checkbox"/>	<input type="checkbox"/>
12	Please describe any entertainment planned: _____ _____ _____		
13	Please detail any kitchen requirements: _____ _____ _____		
14	Will the activity be catered? If yes, please provide the following details: Caterer Name (if applicable): _____ Contact Name: _____ Address: _____ Suburb: _____ Mobile: _____ Email: _____		

PART E - DECLARATION

I am over the age of 18 years and agree that the above information is true and correct and the booking is tentative until confirmed by Mahboba's Promise in writing. I have read and completely understand both the terms and conditions of use and hire and I agree to abide by these.

Signature: _____ Date: ____/____/____

Name (please print): _____

Please return completed form to:

Mahboba's Promise Incorporated, 74 Agincourt Road Marsfield NSW 2122

Email: office@mahbobaspromise.org Phone: (02) 9887 1665

