



## APPLICATION FOR ROOM & AUDIO VISUAL HIRE

Date of Enquiry: \_\_\_\_\_

Received By: \_\_\_\_\_

Enquirer's Name: \_\_\_\_\_

Company Name (if applicable) \_\_\_\_\_

Contact Name (for invoice) \_\_\_\_\_

Address Postal: \_\_\_\_\_ Street: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Phone Number (BH): \_\_\_\_\_ (AH): \_\_\_\_\_

Email: \_\_\_\_\_ Fax No: \_\_\_\_\_

Meeting Room/s Required: \_\_\_\_\_

Nature of Meeting/Function: \_\_\_\_\_

Date/s Required: \_\_\_\_\_

Time/s Required: \_\_\_\_\_ No. of Attendees:

Category  **A**  **B**  **C**  **D**

Price Quoted Hire Fee \$ \_\_\_\_\_ RDD \$ \_\_\_\_\_ Resources \$ \_\_\_\_\_

### Checklist:

- \* All bookings are to be made in writing. Email: [libraryroom@liverpool.nsw.gov.au](mailto:libraryroom@liverpool.nsw.gov.au)
- \* Refundable Damage Deposit must be confirmed at the time of booking
- \* Current Public Liability
- \* Resources – AV equipment Y/N
- \* Obtain proof of Cat B & C

### Other:

- \* Inform customer of Amendment and Cancellation charges
- \* Cancellation must be in writing. 28 days notice required. Email: [libraryroom@liverpool.nsw.gov.au](mailto:libraryroom@liverpool.nsw.gov.au)
- \* Early Access Fee

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_