**Room Hire Booking Form**

To apply for the use of room(s) at Elwood Neighbourhood House, please complete the details below and sign. By signing this form, I acknowledge that, I have received, read and understood the conditions of hiring the room as outlined in the

“Room Hire Terms & Conditions” document provided.

**Details of Hirer**

Name of Hirer / Organisation:

Type of Organisation: [ ]  Not for Profit [ ]  Commercial [ ]  Individual/Private

Address:

**Booking Contact Details**

Name:

Phone Number: Email:

Alternative Contact Name:

Phone Number: Email:

**Booking Information**

Booking Type: [ ]  Casual [ ]  Permanent

Purpose of Hire: Number of Guests:

Room requested: [ ]  Room 1 [ ]  Room 2 [ ]  Room 3/4

 [ ]  Room 5 [ ]  Computer Room

Date(s) of Attendance:

Start Time: to End Time:

Numbers expected:

General information or comments (include any requests for extra equipment e.g. whiteboard or projector):

**Please accept and sign this form on the next page.**

**Acceptance**

[ ]  I accept the terms and conditions outlined in the “Room Hire Terms and Conditions” document provided and confirm all details provided in this Room Hire Booking Form are correct.

Full Name:

Signature:

Date: