

# Raleigh Park Community Association

## Community Hall Venue Hire Application Form

Use this form to apply to use Raleigh Park Community Association's (RPCA) community hall.

Before completing this form, please contact Clisdells Strata Management on 9556 5222 to discuss the availability of the venue, the intended purpose of hire and the latest hire fee and bond rates.

Hirer (insert full name of individual or corporation)					
Hirer's representative (if hirer is a corporation)					
Contact phone numbers					
Email address					
Address of hirer					
Purpose of hire					
Date of hire		Start time		Finish time	
Maximum number of guests attending					
Hire fee (GST inclusive)		\$			
Bond (GST inclusive)		\$			
Additional comments or requests					
Signature of hirer or hirer's representative				Date	

Once completed and signed, you must submit this form, together with a copy of your driver's licence or other photo ID, to [insert name and email address/physical address], who will then consider your application and contact you with further information.

Please note that any hiring of the venue will be subject to the hirer's execution of RPCA's Community Hall Venue Hire Agreement, which includes an obligation to comply with the Rules of Use for the venue.