



Venue Hire Form

Location: 140 MAIN STREET, KANGAROO POINT

Hirer's Name (Organisation and main contact person)	
Hirer's ABN	
Hirer's Contact Details (Email address & Phone No.)	
Hirer's Event Manager Details (Name, Email address & Phone No.)	
Proposed Function Date(s)	
Function Times (include unloading and loading time)	
Function Area (indicate meeting room, carpark, or both)	
Expected no. of guests	
Areas/Equipment Required (Sound, Electricity, Kitchen, OB van, BBQ, etc.)	
Description of Function	
Public Liability Insurance (please supply a copy with this form)	
Security/Cleaning Bond	
Hire Fee	

Please note:

1. You must complete this form fully and accurately with all relevant details.
2. Call us on 07 3240 8600 make an appointment as we will need to discuss your proposed function with you face-to-face before deciding whether to approve it.
3. You must ensure that all required licenses are in place for your proposed functions.
4. The Venue is to be cleaned and returned back to its original state after the hire period; otherwise an extra charge for cleaning of the areas (up to \$300.00) will be billed to the Hirer.
5. During the event, you must ensure that none of your guests/organisers use Broadcasters signed parking spaces at the Station for parking of their vehicles.

Approval:

Radio 4EB representative name and signature:

Date: