

Lithgow City Council

Application for Venue Hire

Organisation:

Name of Applicant/s:

Address:

Phone: Mobile: Email:

Venue Required:

Date: Time: from.....am / pm to.....am / pm

Type of Function:.....

Access for preparation required: Yes / No Date:..... Time:.....

Tables & Chairs Required: Yes / No

Number of Tables: Number of Chairs:

We have read and completed the attached form for Public Liability Insurance: Yes / No

If Yes a copy of our policy or certificate of currency is attached

If No we have read and signed the waiver

I/We have read the Conditions of Hire and fully understand the public liability insurance requirements and agree to be bound by them.

Signature: Date: /2003

Print Name:.....

Signature: Date: /2003

Print Name:.....

This application form must be returned within 14 days prior to the date of the event otherwise tentative bookings will be cancelled.