

# Lauren Jackson Sports Centre Application for Event or Casual Use



## APPLICANT INFORMATION

Organisation:			
Postal address:			
Email address:			
Contact person:		Position:	
Telephone (BH):		Telephone (AH):	
Mobile:		Fax:	
Email:			
Alternative contact:		Position:	
Telephone (BH):		Telephone (AH):	
Mobile:		Fax:	
Email:			

## EVENT INFORMATION

Event name:			
Type of activity:			
Total number of courts required:			
Please refer to website for venue layout and detailed specifications.			
Dates required:			
Times (for each day):			
Back up dates:			
Estimated number of participants:			

## MEETING ROOMS REQUIRED:

Please tick

Room 1  Room 2  Room 3

## EQUIPMENT REQUIREMENTS:

Special lighting:	
Media provisions:	
Seating (expected spectator numbers):	
P.A. system:	
Catering:	
Other:	

## PUBLIC LIABILITY INSURANCE POLICY

All hirers are required to provide a copy of their group /organisation's Public Liability Insurance Policy.

Public Liability Insurance Policy number:	
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If your booking can be accommodated a "Confirmation Letter" will be sent out prior to the commencement of your booking, alternatively you be contacted to discuss alternate arrangements if court space is unavailable.

**DECLARATION:**

I \_\_\_\_\_ (print full name) the person making the booking, have read and fully understand the Terms and Conditions of Hire applicable to the Lauren Jackson Sports Centre and hereby accept the same for an on behalf of the above named and I undertake to be bound by the said Terms and Conditions.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**OFFICE USE ONLY:**

Hire:			
Seating:			
Cleaning:			
Total hire fee:	\$	Deposit required:	\$
Date confirmation sent:		Date paid:	
Balance:	\$	Date received:	
Invoice no.:		Cheque no.:	
Staff:			