

# BOOKING APPLICATION FORM

PARRAMATTA

HERITAGE CENTRE  
VISITOR INFORMATION



## IMPORTANT:

Any personal information provided by you on this form will be used by Council or its agents to process this application. The provision of this information is voluntary, however, if you do not provide the information, Council will be unable to process your application. Once collected by Council, the information can be accessed by you and may also be available to 3rd parties in accordance with Council's Access to Information Policy.

## CONDITIONS OF ROOM USE:

Room hire is available between 9am and 5pm seven days per week excluding Public Holidays. After hours hire is also available to commercial and community groups between 5pm and 10pm. Refer to Schedule of Fees & Charges.

### As a room hirer:

- **You are responsible for set up and pack up of furniture.**
  - Set up and pack up must be accounted for in the time the room is booked.
  - All furniture **must** be returned to its original location at the end of the booked time
  - The room must be left in a clean and tidy state
  - Chairs should be placed along the walls and stacked no more than 5 chairs high.
- **You are responsible for leaving the kitchen in a clean and tidy state.**
  - All crockery and cutlery must be thoroughly washed and returned to its original location. A dishwashing machine is available.
  - All garbage must be placed in the bins provided.

Failure to leave the room/s in a clean and tidy state will result in additional fees being charged and possible refusal of further booking requests.

All items must be removed from the Heritage Centre upon completion of the booked time. Staff at the Centre will not be held responsible for any items left in the room/s.

### Room/s and/or Areas to be booked (please tick ✓)

Riverview (Seminar) Room   Theatrette

Day  Date / / Start time  End time

Day  Date / / Start time  End time

Access to the booked room / Centre is required from  am / pm

**Please note access cannot be provided between 10 pm and 9am**

Contact person/s:

Phone no:  Fax no:

Mobile no:  Email:

Company Name:

Mailing Address:

Is your organisation a non-profit community organization ?

Name of Function

Type of Function (please circle)

training group      meeting      workshop  
launch      planning day      other \_\_\_\_\_

No. of people attending \_\_\_\_\_

(please note maximum allowed is 70 persons for Riverview Room or 20 for Theatrette)

Will the Lord Mayor/Councillors/other special guests be attending ?      Yes / No

If yes, have you contacted councils' protocol officer regarding your event ?      Yes / No

### Equipment Required (please circle):

Whiteboard	Yes / No	AV Trolley [includes PA System, Mic/Mic Stand & Data Projector (your own computer is required and a fee applies)]	Yes / No
Whiteboard markers	Yes / No		
Overhead Projector	Yes / No	Electronic Whiteboard (fee applies)	Yes / No
Portable TV/Video	Yes / No	Number of Tables required	<input type="text"/>
Lectern (fee applies)	Yes / No	Number of Chairs required	<input type="text"/> (max 70)

### Catering

Will you be using a caterer?      Yes / No

If yes, caterer's name:

Ph No.

Please indicate Caterer's delivery / set up time: \_\_\_\_\_ am / pm

Cups, saucers & teaspoons      Yes / No      Serving Platters      Yes / No

Plates      Yes / No      Jugs      Yes / No

**Coffee, tea and biscuits may be provided by negotiation for small groups of up to 20 by the Heritage Centre on weekdays only. A fee per person applies.** Does your group require:

Coffee, Tea and Milk and water      Yes / No      Plain biscuits      Yes / No

If yes, for how many people  on arrival & / or for morning tea & / or for afternoon tea (please circle)

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### I have read the 'Conditions of Room Hire' and accept the Conditions of Room Use:

Signed \_\_\_\_\_

Date:      /      /

Print Name: \_\_\_\_\_

Position \_\_\_\_\_

Alternate contact is: \_\_\_\_\_

Phone \_\_\_\_\_