

VENUE HIRE APPLICATION FORM



1. APPLICANT DETAILS

Name of Hirer/Company			
Street or Postal Address			
Suburb		State	Postcode
Phone Number		Home	Mobile
Email Address			
Main contact person on the day		Their Mobile No	

2. BOOKING DETAILS

Facility/Venue to be hired		<input type="checkbox"/> Garbin Estate Cellar Door	<input type="checkbox"/> Outside table area	<input type="checkbox"/> Under cover processing area
		<input type="checkbox"/> Other (please specify):		
Drinks		<input type="checkbox"/> Reds <input type="checkbox"/> Whites <input type="checkbox"/> Sparklings <input type="checkbox"/> Beer Beer brand:		
		<input type="checkbox"/> Garbin Estate Wines		
Drinks Cost Cap / Alert		Client to be notified prior to	\$	
Food		<input type="checkbox"/> Supplied (please contact)	<input type="checkbox"/> Other (please specify):	
Booking/Event Name				
Hire Date/s and Times				
Day/s & Dates:		Access Time:	Event Start:	Event Finish:
				Exit Time:
Purpose for Use				
Anticipated Attendees				
Children		Adults		

3. EQUIPMENT REQUIREMENTS

Will you require access to equipment for your event? If yes, please select from the items available below. Use of AV equipment will require assistance from an IT Technician and an additional fee may be charged depending on your requirements.

<input type="checkbox"/> Please tick this box if you require equipment.	<input type="checkbox"/> TV	<input type="checkbox"/> Shade umbrella	Qty:	
	<input type="checkbox"/> Laptop	<input type="checkbox"/> Tables	Qty:	
	<input type="checkbox"/> Standard Whiteboard	<input type="checkbox"/> Chairs	Qty:	
	<input type="checkbox"/> AV Equipment (lectern/microphone/sound)			
	<input type="checkbox"/> Other (please specify):			

4. ACCEPTANCE OF TERMS AND CONDITIONS OF HIRE

- I understand and accept the conditions of the Responsible Service of Alcohol set by the Liquor Licensing Department.
- I understand and accept the conditions of the pricing structure.

5. APPLICANT APPROVAL

Name of applicant:			
Credit Card:		CSC:	
Venue Hire Fee:		\$	
Signed for and on behalf of the hirer:		Date:	
Signed for and on behalf of thwinemaker/staff:		Date:	