



VENUE BOOKING FORM

Venue: 39 St Edmonds Road, Prahran VIC 3181

Room Rental Fee

Business hours \$30 (inc. GST) per hour. \$28 (inc. GST) NFP rate per hour.

After 5PM \$50 (inc. GST) per hour. \$40 (inc. GST) NFP rate per hour

If submitting this form electronically, please edit this PDF in Adobe Acrobat with your text in red.

Event Details		
Event Name:		
Date of Event:		
No. Persons attending:		
Start time:		End Time:
A/V Equipment Required?	Yes	No
Catering – is your event catered?	Yes	No

Event Organiser	
Name of Department/Organisation:	
Person Responsible:	
Contact number:	
Email Address:	
Address (To Invoice):	

Hire Agreement Conditions:

1. The hirer is required to return the room to its original set up after event
2. The hirer is required to ensure the room is left clean and tidy or cleaning charge may be incurred.
3. Liable for repair or damage or replacement of equipment caused by negligence of hirer or hirer's representative's event.
4. Notification of cancellation of event less than 48 hours will incur 20% late fee of time of hire.

Please Sign:

Position:
