

HIRING APPLICATION 2012

Pilgrim House Conference Centre

ABN: 92 155 739 154

69 Northbourne Avenue, Canberra City ACT 2600

GPO Box 1526, Canberra ACT 2601

T: 02 6257 4600 | F: 02 6257 4230

HIRING DATE

TIME REQUIRED Morning Session [8.30am to 12.00pm] Afternoon Session [1.00pm to 5.00pm]
Full Day [8.30am to 5.00pm] Evening [6.00pm to 12.00pm]

Please ensure preparation and clearing up is included in the stipulated time.

FACILITIES REQUIRED

Binns Room
Riley Hall
Church/Narthex

Gifford Room
Johnson Auditorium

NUMBER ATTENDING

SEATING PLAN Boardroom Classroom U shape Cafe
Theatre Other (please specify)

Please note: Not all seating plans suit all rooms

EQUIPMENT REQUIREMENTS

Public address system (Riley Hall & Johnson Auditorium only)	No charge
White Board (markers to be supplied by clients)	No charge
Screen	No charge
Flipchart	\$30 per session
Flipchart paper. Number of pads required	\$28 per pad
TV/DVD	\$50.00 per session
Digital Projector	\$95.00 per session
Microphone: Roving/Lapel	\$85.00 each

CATERING REQUIREMENTS YES (Please complete the Catering Form)
NO

ADDITIONAL INFORMATION TO NOTE

HIRER DETAILS

Name of organisation

Postal address

Purchase Order No.

Telephone

Contact person

Contact number

Email contact

Invoice email address

AGREEMENT

I agree to pay all fees due and any cancellation fee incurred. I understand that a deposit may be required prior to the event and that all costs related to the event will be paid within seven (7) days of receiving the Invoice unless a prior arrangement exists.

Signature

Date

**Please forward the completed Hiring Application to Pilgrim House Conference Centre:
Facsimile: 02 6257 4230 | Email: pilgrimconference@canberracityuca.org.au**