

Pilgrim House Conference Centre Hiring Application

**NOTE:**

- Please complete both pages.
- Please forward the completed Hiring Application to Pilgrim House Conference Centre.

APPLICANTS DETAILS

NAME OF ORGANISATION _____

POSTAL ADDRESS _____

TELEPHONE _____

CONTACT PERSON _____ **CONTACT NUMBER** _____

CONTACT EMAIL _____

INVOICE EMAIL _____

HIRING DETAILS

HIRING DATE(S) _____

NUMBER ATTENDING

Guests	_____	Presenters	_____	Total	_____
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SPACE REQUIRED (Please tick)

_____	Binns Room	SEATING PLAN (Please tick)	_____	Boardroom
_____	Gifford Room	_____	_____	Classroom (one side facing front)
_____	Riley Hall	_____	_____	U Shape
_____	Johnson Auditorium	_____	_____	Café (around table)
_____	Church/Narthex/Foyer	_____	_____	Theatre (chairs only)
			_____	Other

NOTES

CATERING

CATERING REQUIRED

(Please circle)

YES

If yes, please complete the Catering Order form. A surcharge of \$35 applies to catering orders. The surcharge does not apply to beverages.

NO

Outside catering is permitted but please let us know in advance. If using Conference Centre catering items, a charge of \$2 per head will apply.

TIME REQUIRED

_____	MORNING SESSION	Starts	8.30am	:	Finishes	12.00pm
_____	AFTERNOON SESSION	Starts	1.00pm	:	Finishes	5.00pm
_____	FULL DAY EVENT	Starts	8.30am	:	Finishes	5.00pm
_____	EVENING	Starts	6.00pm	:	Finishes	10.00pm
_____	OTHER	Start	_____	:	Finish	_____ To be agreed.

NOTE Your preparation and clearing up times are to be included as specified above. If additional time is required a caretaking fee of \$70 will apply.

EQUIPMENT REQUIREMENTS

PLEASE TICK	_____	Public address system (not required in Binns or Gifford Rooms)	No charge
	_____	White Board	No charge
	_____	Screen (not required in Gifford Room, Riley Hall or Johnson Auditorium)	No charge
	_____	Flip Chart (includes paper)	\$40.00
	_____	Additional Flip Chart Paper	\$35.00
	_____	Digital Projector (not required in Riley Hall)	\$95.00
	_____	Laptop	\$95.00
	_____	Lectern	No charge
	_____	Head Table	No charge
	_____	Additional Table (location of table/s to be provided)	No charge
WIFI	_____	Please advise details of requirements.	

NOTES

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. We hold appropriate public liability insurance and a certificate of currency can be provided on request.

SIGNATURE _____

DATE _____

CHECK LIST

- _____ Hiring Application completed
- _____ Catering Order completed
- _____ Certificate of Currency for Public Liability Insurance (copy attached)