

# 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	<b>SEATING PLAN</b> (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

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

**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

<b>PLEASE TICK</b>	_____	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
<b>WIFI</b>	_____	Please advise details of requirements.	

### NOTES

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## 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)