

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 _____

SPACE
REQUIRED
(Please tick)

_____ Binns Room

_____ Gifford Room

_____ Riley Hall

_____ Johnson Auditorium

_____ Church/Narthex/Foyer

SEATING PLAN
(Please tick)

_____ Boardroom

_____ Classroom (one side facing front)

_____ U Shape

_____ Café (around table)

_____ Theatre (chairs only)

_____ Other

NOTES _____

CATERING

CATERING REQUIRED
(Please circle)**YES**

If yes, please complete the Catering Order form.

NO

Note: No outside catering is permitted unless by prior arrangement.

SURCHARGE

A surcharge of \$35 applies to catering orders. The surcharge does not apply to beverages.

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)