



THE DAX CENTRE VENUE HIRE BOOKING FORM

PART A - HIRER DETAILS

First Name

Surname

Organisation Name

Address

Suburb

State

Postcode

Email

Phone

PART B - DEPOSIT

1. A Deposit invoice of 50% of the total cost of the venue hire booking amount will be issued to secure your booking.

Invoice contact name

Contact email

Contact phone number

Booking Contact:

info@daxcentre.org

Please complete and return the booking form to begin the booking confirmation. We will then send an invoice for 50% of the total cost of the venue hire.

Your booking will be confirmed when we have both the completed booking form and payment of the 50% deposit.

The remaining 50% of your venue hire amount will be due two weeks prior to your event.



THE DAX CENTRE

PART C - INSURANCE - COMPULSORY

2. I have a current Public Liability Insurance certificate. ☐ Yes ☐ No
(Please attach a copy as part of this request)

PART D - FUNCTION DETAILS

3. AREAS OF USE:

- ☐ Gallery
☐ Boardroom
☐ Auditorium

	Date	Start time	Finish time
4. Set Up			
5. Function			
6. Pack Down			
7. Vacate			

8. Please provide names of 1-2 contacts who will be present on the day and be able to communicate with The Dax Centre staff:

Name 1

Contact Number

Name 2

Contact Number

9. Number of people attending? _____

10. Type of function:

- ☐ Community Event
☐ Meeting
☐ Fundraiser
☐ Training
☐ Conference
☐ Dinner
☐ Other _____

11. Will the applicant (or anyone on their behalf) be providing food or drinks at the function? ☐ Yes ☐ No

12. Will alcohol be provided at the event/function? ☐ Yes ☐ No

13. Will your function attract any media? ☐ Yes ☐ No

PART F - REQUIREMENTS AND USAGE

14. How many tables do you require? _____

15. How many chairs do you require? _____

16. Do you require a microphone? ☐ Yes ☐ No

Please provide details of event setup including tables and chairs on attached gallery floor plan.

PART G - DECLARATION

I am over the age of 18 years and agree that the above information is true and correct and the booking is tentative until confirmed by The Dax Centre in writing.

Signature

Date / /

Name (please print)

Please use this floor plan to map out venue hire requirements including tables/chairs/stands/catering

