**Venue Hire Request Form**

**Two business days’ notice is required for Alterations, a new Venue or for Equipment Hire requests.**

**APPLICANT DETAILS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Contact Name** |  | | | **Phone:** | | | |
| **Email** |  | | | | | |  |
| **Company/Faculty** |  | | | | | |  |
| **Postal Address** |  | | | | | |  |
| **Commercial / Not For Profit Group** | |  | | | **ABN:** |  | |
| ***Internal only* –** *Does this involve an external organisation?  If so, please provide name of organisation/client.* | | |  | | | | |

**FUNCTION DETAILS**

|  |  |
| --- | --- |
| **Event Name** |  |
| **Event Type** (workshop etc.) |  |
| **Event date/s** |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Total Times – in one hour blocks on the hour or ½ hr including set-up & pack-up.** | | **Set Up Time**  **(Actual time you/caterer want to access the venue)** | **Event Start** | | **Event Finish** | | | **Departure Time**  **(actual time all will have departed by)** |
| PLEASE NOTE – we **DO NOT** provide room set-up or Refreshments | | e.g. 0830 | 0930 | | 1100 | | | 1130 |
| **Facilitator** |  | | | **Mobile number** | |  | | |
| **Campus Preference** |  | | | **Number of Attendees** | | |  | |
| **Venue Preference** |  | | |  | | |  | |

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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **EQUIPMENT REQUIRED - please indicate how many** | | | | | | **Extra charges apply for items below** | |  | *Bins* |  | *Cocktail Tables* |  | *Extra Chairs* | *Video Conference* | |  | *Urn* |  | *Café Tables* |  | *Poster Stand/s* | *Tele Conference* | |  | *Trestle tables* |  | *Data Beam Projector* |  | *A Frames* | *Plants* | |  | *Portable PA* |  | *Presenter Computer* |  | *Internet* | *Piano – Orange 3 and Orange 6.1.08 only* | |  | *Lectern* |  | *Microphone* |  |  | *\*Software installation (2 wks notice required)* |   ***Some items are not available at all campuses* \*If Software installation required please provide the name of the software, license number and version number.**  **Additional cleaning may be required after any event involving food and/or beverages.   (***Internal clients please provide your cost code.)*   |  |  |  |  |  | | --- | --- | --- | --- | --- | | ***Will attendees be consuming food / drinks?*** | **NO** | **YES** |  | (Delete one) |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Alcohol *–*** | *No alcohol available* | *Providing Free Alcohol* | *Selling Alcohol* ***-*** | *Liquor Licensee No.* | | (Delete those options not applicable) | | | |  |   **External clients -** Please provide a copy of your ***Public Liability Certificate of Currency.***  Your event is not confirmed until a Contract has been exchanged. A Confirmation email will be sent upon acceptance of the Contract and Terms and Conditions.   |  |  |  |  | | --- | --- | --- | --- | | **Internal Clients Only – Date:** |  | **Cost Code:** |  |   **FORWARD COMPLETED FORM TO:** [**roombookings@cdu.edu.au**](mailto:roombookings@cdu.edu.au) |

**Telephone (08) 8946 6500 Email:** [**roombookings@cdu.edu.au**](mailto:roombookings@cdu.edu.au)

**Charles Darwin University, Ellengowan Drive, Darwin 0909 NT Australia**