



Venue Hire Permit

Civic Centre, 181 Unley Road
 Unley, South Australia 5061
 Postal PO Box 1
 Unley, South Australia 5061

Telephone (08) 8372 5111
 Facsimile (08) 8271 4886
 Email pobox1@unley.sa.gov.au
 Website www.unley.sa.gov.au

CONTACT DETAILS			
Name / Contact Person:		Date: (of Application) / /	
Organisation Name (If Applicable):		Fax:	
Organisation Type (If Applicable): <input type="checkbox"/> Community Group <input type="checkbox"/> Commercial Group <input type="checkbox"/> Private Function			
Telephone: (Day)	Mobile:	Email:	
Postal Address:		Local status: <input type="checkbox"/> Yes <input type="checkbox"/> No	
BOOKING DETAILS: Prior to completing this form please phone Customer Services on ph 8372 5147 to check availability and make a tentative booking.			
Name of Venue:		Start Time:	Finish Time:
		Set Up Time:	Pack up Time:
Date Requested:		No. of Guests/Participants:	
Purpose of Hire / Brief Description of Event:			
Alcohol will/not be served			
SPECIAL CONDITIONS / COMMENTS / ADDITIONAL COSTS: To be completed by Council Staff			
ACCEPTANCE OF CONDITIONS AND BOOKING APPROVAL			
This application must be received by the City of Unley a minimum of 10 working days prior to the booking date. I have read and understand the Conditions of Hire and hereby agree to be bound by the requirements of the conditions of Hire Agreement . I understand this booking is not approved until this permit is signed by a Council officer and returned to me (contact person). I agree to provide the approved permit to a Council Officer if requested.			
Acceptance signed:		Date:	
OFFICE USE ONLY		DEBTOR NUMBER	
Approval signed:		Date:	
FEES & CHARGES		PAYMENT DETAILS	
Venue Hire Charge	\$		
Cleaning Charge	\$	Invoices Raised:	/ / / /
Less Deposit	\$	Deposit Received:	/ / Receipt No.
Total Amount Due	\$	Balance Received:	/ / Receipt No.
Bond	\$	Date Bond Returned:	/ /