



Venue Hire Permit

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

(08) 8372 5100
pobox1@unley.sa.gov.au
www.unley.sa.gov.au/facilities-events

Please contact the City of Unley Libraries Event Coordinator 8372 5100 prior to completing this application to check availability and make a tentative booking.

CONTACT DETAILS

Contact Person: _____ Date of Application: / /

Organisation Name (If Applicable): _____

Email: _____ Mobile: _____

Postal Address: _____

Organisation Type (If Applicable): Local - Resident/Business/Government

Local – Registered Not-For-Profit/Charity/School Not local – Registered Not-For-Profit/Charity/School

Please provide an email address if you wish to register for Wi-fi access as part of your booking.

Email: _____

Current Not-For-Profit/Charity status documentation must be supplied on application to be eligible for a discount.

BOOKING DETAILS:

Date of Hire: _____

Arrival Time: _____ Departure Time: _____

Purpose of Hire: _____

Estimated number of attendees: _____

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 them. 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.

Applicant signature: _____ Date: _____

Full hire fee must be received prior to event hire date.

Council Officer Acceptance Signed: _____ Date emailed to applicant: _____

OFFICE USE ONLY	DEBTOR NUMBER
------------------------	----------------------

FEES & CHARGES	PAYMENT DETAILS
---------------------------	------------------------

Venue Hire Charge	\$	Discount applied:
-------------------	----	-------------------

Cleaning Charge	\$	Debtor Invoice request sent to Finance:
-----------------	----	---

		Invoice raised: / /
--	--	---------------------------

Total Amount Due	\$	Balance Received: / /	Receipt No.
------------------	----	-----------------------------	-------------