

Contact Details

Hirer/company

Contact name

Contact address

Phone

Contact email

Booking Details

Which venue do you wish to hire?

☐

Benalla Town Hall

☐

Benalla Seniors and Community Centre

Which room/s would you like to hire?

☐

Auditorium

☐

Kitchen Only

☐

Meeting Room One

☐

Meeting Room Two

☐

Meeting Room Three

Information Privacy

The personal information requested on this form is being collected by Council for the purpose of processing your application for a legal point of discharge. The personal information will be used by Council for that primary purpose or directly related purposes. The information may also be used to update Council's customer databases to assist Council in discharging its functions or providing services. The personal information collected will not otherwise be disclosed unless permitted or required by law. If the information is not collected we are unable to process your application and provide the service sought by you. Requests for access to and/or amendment of personal information should be made to Council's Privacy Officer.

Event Description

Date required from

Date required to

Start time

Finish Time

Number attending

Equipment Available on Request

Round tables

Trestle tables

Chairs

Information Privacy

The personal information requested on this form is being collected by Council for the purpose of processing your application for a legal point of discharge. The personal information will be used by Council for that primary purpose or directly related purposes. The information may also be used to update Council's customer databases to assist Council in discharging its functions or providing services. The personal information collected will not otherwise be disclosed unless permitted or required by law. If the information is not collected we are unable to process your application and provide the service sought by you. Requests for access to and/or amendment of personal information should be made to Council's Privacy Officer.

Town Hall only

☐ PA system

☐ Microphone

Documents to be Included

Payment Details

Payment Options

☐ Cash

☐ Cheque

☐ Invoice

☐ Internal ledger

If an invoice is required, please provide contact and address details below

Bond Refund Details

Account Name

BSB

Account number

Information Privacy

The personal information requested on this form is being collected by Council for the purpose of processing your application for a legal point of discharge. The personal information will be used by Council for that primary purpose or directly related purposes. The information may also be used to update Council's customer databases to assist Council in discharging its functions or providing services. The personal information collected will not otherwise be disclosed unless permitted or required by law. If the information is not collected we are unable to process your application and provide the service sought by you. Requests for access to and/or amendment of personal information should be made to Council's Privacy Officer.

Declaration

☐ I agree

I have read and initialled the terms and conditions as supplied and understand they form part of my contract with the partners listed above. If I am booking on behalf of another person or group, I will provide them with a copy of the conditions of hire.

Name

Organisation

Signature

Information Privacy

The personal information requested on this form is being collected by Council for the purpose of processing your application for a legal point of discharge. The personal information will be used by Council for that primary purpose or directly related purposes. The information may also be used to update Council's customer databases to assist Council in discharging its functions or providing services. The personal information collected will not otherwise be disclosed unless permitted or required by law. If the information is not collected we are unable to process your application and provide the service sought by you. Requests for access to and/or amendment of personal information should be made to Council's Privacy Officer.