

## APPLICATION AND CONFIRMATION TO HIRE

Name ..... (the member)

Address .....

Phone..... (H) ..... (W) .....(Mob).....

### FUNCTION DETAILS

Day..... Date.....

Start Time ..... Vacation Time .....

Use of Bar Yes or No – If yes please confirm with Kirstine from the Rocks on: 5973 5599

Nature of Function (eg. wedding, 21<sup>st</sup> Birthday etc) .....

Total Number of guests attending .....Catering Arranged .....

Set up time required prior to function .....

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### **TO BE COMPLETED BY OFFICE**

Room Hire fee \$ ..... Payable By .....

(1 Month prior to function)

Deposit \$100.00 Payable By.....

(10 days from booking date)

Projector Hire \$ .....

Cleaning Bond \$ ..... Payable by .....

(7 days prior to function)

Room Bond required \$ ..... Payable by .....

(7 days prior to function)

Security Required Yes/No

To confirm above booking this form must be signed and returned to MYC office by .....

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### **DECLARATION OF HIRER**

I declare that I have read and understood the Terms and Conditions for Hire of MYC Function Room and agree to be bound by them.

Signed ..... Date .....