



MEETING ROOM Booking Form

APPLICATION / REGISTRATION INFORMATION

OVERVIEW:

For making bookings of the Renmark Paringa Council Community & Civic Centre Meeting Rooms.

PROCEDURE:

Complete Sections 1, 2, & 3 and return to Council. You will be contacted shortly after by Customer Services Staff informing if your application has been approved and if there are any other requirements or fees to be paid.

SECTION 1: CONTACT DETAILS (*details to be provided)

Organisation Name*	
Contact Person*	
Postal Address*:	
Contact Number*:	
Fax:	
Email*:	

SECTION 2: ROOM HIRE DETAILS

Day(s) & Date(s) Required:	
Time(s) Required:	
Number of Attendees:	
Reason/Purpose for Hire:	
Kitchen Required:	
Kitchen Facilities Required:	
Equipment Required:	(please refer to terms & conditions for equipment available)

SECTION 3: AGREEMENT

The applicant agrees to abide by all terms and conditions, as outlined in attached document "Terms and Conditions of Use".

Name:	
Signature:	
Date	

IF YOU ARE BOOKING ON BEHALF OF SOMEONE ELSE, PLEASE ADVISE USER OF TERMS AND CONDITIONS OF ROOM HIRE



SECTION 4: OFFICE USE ONLY

Approval:	Granted:			Refused		
Meeting Room:	1	2				
Approved by:						
Position:						
Signature:						
Date:						
Equipment approved to use:						

SECTION 5: OFFICE USE ONLY

Hire Charge	\$
Invoice to be address to:	
Date invoice posted:	
Date invoice paid:	
Receipt Number:	
Completed by:	
Signature:	