



## APPLICATION TO HIRE KILDARA CENTRE

NAME OF ORGANISATION.....

CONTACT PERSON .....

PHONE: ..... MOB: ..... EMAIL .....

POSTAL ADDRESS: .....

..... P/C.....

DATE(S) REQUIRED: .....

COMMENCEMENT TIME: .....

FINISHING TIME: .....

APPROXIMATE NUMBERS ATTENDING .....

AREA(S) REQUIRED *please tick*

DINING ROOM	<input type="checkbox"/>
CONFERENCE ROOM	<input type="checkbox"/>
KITCHEN FACILITIES	<input type="checkbox"/>

EQUIPMENT REQUIRED *please tick*

OVENS	<input type="checkbox"/>	WHITEBOARD	<input type="checkbox"/>	DATA PROJECTOR	<input type="checkbox"/>
DVD PLAYER	<input type="checkbox"/>	CD PLAYER	<input type="checkbox"/>	EXTRA TABLES	<input type="checkbox"/>
MICROPHONE	<input type="checkbox"/>	PIANO	<input type="checkbox"/>	NUMBER REQD.	<input type="checkbox"/>

WILL YOU BE ENGAGING A CATERER? .....*Please note that Kildara Centre does not provide catering but names of caterers are available on request.*

Name of YOUR EVENT COORDINATOR

(To assist with setting up & cleaning up etc): .....

I have read **CONDITIONS OF HIRE** and agree to adhere to these

SIGNED:..... DATE: .....

Please Fax, post or email this form to:  
Kildara Centre, Rear 39 Stanhope Street, Malvern, Vic, 3144.  
Fax: 9500 2942; eMail: [kildara@netspace.net.au](mailto:kildara@netspace.net.au)

APPLICATION IS CONFIRMED ON PAYMENT OF DEPOSIT