**Venue Hire Request Form**

**Two business days’ notice is required for a New venue or Alterations to a booking**

**APPLICANT DETAILS**

|  |  |  |
| --- | --- | --- |
| **Contact Name** |  | **Phone:**  |
| **Email** |  |
| **Company** |  |
| **Postal Address** |  |
| **Commercial / Not For Profit Group** |  | **ABN:** |  |

**FUNCTION DETAILS**

|  |  |
| --- | --- |
| **Event Name** |  |
| **Event Type**  |  |
| **Event date/s** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Times – in 1 hour blocks on the hour or ½ hour.**Multiple days/times can be listed here  | **Set Up Time****(Actual time access required)** | **Event Start** | **Event Finish** | **Departure Time****(actual time all will have departed)** |
|  |  |  |  |
| PLEASE NOTE – we **DO NOT** provide room set-up or Refreshment needs |
| **Facilitator** |  | **Mobile number** |  |
| **Campus Preference** |  | **Number of Attendees** |  |
| **Venue Preference** |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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|  |  |
| --- | --- |
| **ROOM FACILITIES REQUIRED** | **Extra charges apply for the items below** |
|  | *Internet*  | *Video Conference* |
|  | *Data Projector* | *Tele Conference* |
|  | *Presenter Computer* | *Piano – Orange 3 and Orange 6.1.08 only* |
|  | *Lectern* | *\*Software installation (2 weeks’ notice required)* |

**\*If Software installation required please provide the name of the software, license number and version number.**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Will attendees be consuming food / drinks?*** | **NO** | **YES** | (Delete one) |

**Additional cleaning may be required after any event involving food and/or beverages.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Alcohol *–***  | *No alcohol available* | *Providing Free Alcohol* | *Selling Alcohol* ***-***  | *Copy of Liquor License Required* |
| (Delete / cross out the options not applicable) |

Please provide a copy of your ***Public Liability Certificate of Currency.***Your event is not confirmed until a Contract has been exchanged. A Confirmation email will be sent on your acceptance of the Contract and Terms and Conditions.  |

**FORWARD COMPLETED FORM TO:** **roombookings@cdu.edu.au** **Telephone (08) 8946 6500**

**Charles Darwin University, Ellengowan Drive, Darwin 0909 NT Australia**