



# Booking Form - After Hours Gallery Space

D13/181441

**Description of Function:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_

**Times**

**Set Up Time:** \_\_\_\_\_ **Close Event:** \_\_\_\_\_

**Event Time:** \_\_\_\_\_ **Bump Out:** \_\_\_\_\_

**Name of Organisation:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Mobile** \_\_\_\_\_

**Email** \_\_\_\_\_

**Set Up Needs**

**Gallery** \_\_\_\_\_

**Meeting Room** \_\_\_\_\_

**Courtyard** \_\_\_\_\_

**Kitchen** \_\_\_\_\_

**Waste Management** \_\_\_\_\_

**Catering\*** \_\_\_\_\_

Date of Booking: \_\_\_\_\_

**Cost: \$515 per 3 hour minimum event (\$100 per hour thereafter).**

**Quotation includes:**

Venue Manager

\*Glasses/Cups/ plates – Hirer to organise own caterer

Audio Visual set up

Room Hire (to include power)

Staff on site (open/close)