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| Application Form  Hire of Community Centre | | | | | | | |
| Contact:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Organisation Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | |
| Mailing Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_­­­\_\_\_ | | | | | | | |
| Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Mobile:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| Date Required:\_\_\_\_\_\_\_\_\_\_\_\_ | **Start Time:**\_\_\_\_\_\_\_ | | | | **Approx. Finish Time:** \_\_\_\_\_\_\_ | | |
| Purpose of Function: | | | | | | | |
| Kitchen Facilities Required: Yes No   *Please Note: Clean Up & Waitressing Is Not Included.*  *Cleaning Of Dishes & Packing Up Will Need To Be Done By Hirer.* | | | | | | | |
| Catering Required: Yes No   *Catering Includes Waitressing & Clean Up*  Please See Over | | | |  | |  | |
| Equipment Required: | | | |  | |  | |
| Other Comments: | | | |  | |  | |
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| I have received, read and understand the hire terms and conditions for hiring the William Bryant Community Centre.  Sign: Date: | | | | | | | |
| Application Form  Hire of Community Centre | | | | | | | |
| Expected Number of People:\_\_\_\_\_\_\_\_\_\_ | | | | | | | |
| Numbers To Be Confirmed By: / /20 For Catering Purposes. | | | | | | | |
| Menu Selection | **Serving Time(s)** | | **Price Per Head** | | | | **Total** |
| Basic Sandwiches |  | | $ | | | | $ |
| Gourmet Sandwiches |  | | $ | | | | $ |
| Morning Tea |  | | $ | | | | $ |
| Afternoon Tea |  | | $ | | | | $ |
| Soup & Crusty Bread |  | | $ | | | | $ |
| Hot Savouries |  | | $ | | | | $ |
| Cold Savouries |  | | $ | | | | $ |
| Spit Roast Meals |  | | $ | | | | $ |
| Two Course Meal |  | | $ | | | | $ |
| Three Course Meal |  | | $ | | | | $ |
| Traditional Christmas Dinner |  | | $ | | | | $ |
|  |  | | $ | | | | $ |
| Equipment Hire | X | | X | | | | $ |
| Venue Hire | X | | X | | | | $ |
|  | | | **Total:** | | | | $ |
| Please list Any Special Dietary Requirements: | | | | | | | |
| Quotation Valid Until: / /20 | | **Quotation Prepared By:** | | | | | |
| This is a quotation on the goods named, subject to the conditions & terms written:  Please tick if you would like an invoice Yes No  | | | | | | | |
| To accept this quote and confirm booking, sign here and return: / /20  Please Print Name Block Letters: Signature:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |