



HIRE APPLICATION 2023

APPLICANT DETAILS

Organisation Name:	Contact Person:
Address:	
Phone:	Email:

HIRE CATEGORY

half day and full day base

Event dates and time (from/to):	Number of expected attendees:
After-hours access required: <input type="checkbox"/> No <input type="checkbox"/> Yes	Date/Time for induction (for after hours):

Weekend and Weekly base

Hiring dates (from/to):	Number of expected exhibitors:
Exhibition details (if applicable)	
Exhibition Title:	Exhibition Dates (dates open to public):
Bump in date:	Bump out date:
After-hours access required: <input type="checkbox"/> No <input type="checkbox"/> Yes	Date/Time for induction (for after hours):
Opening Event: <input type="checkbox"/> No <input type="checkbox"/> Yes	Date/Time:

REQUIRED SERVICES & EQUIPMENT

<input type="checkbox"/> Help for installation	<input type="checkbox"/> Chairs: quantity
<input type="checkbox"/> Bar staff	<input type="checkbox"/> Trestle tables: quantity
<input type="checkbox"/> Catering	<input type="checkbox"/> Hanging wires: quantity
<input type="checkbox"/> Cleaning	<input type="checkbox"/> Pedestal: quantity
<input type="checkbox"/> Other	

DECLARATION

I, the applicant, declare the above information is correct in all respects, at the time of lodgement of this application. I agree to the terms of reference outlined in the Shelley Beach Arts Centre - [Hire information, bookings and conditions 2023](#) - document.

Applicant Name:.....

Signature: Date:.....

Please send this completed form to info@shelleybeacharts.au, thanks.