

HIRING APPLICATION 2018

Pilgrim House Conference Centre

ABN: 92 155 739 154

69 Northbourne Avenue, Canberra City ACT 2600

GPO Box 1526, Canberra ACT 2601

T: 02 6257 4600 | F: 02 6257 4230

HIRING DATE _____ NUMBER ATTENDING _____

TIME REQUIRED Morning Session [8.30am to 12.00pm] ***Please note: Your preparation and clearing up is to be included in the stipulated time. If additional time is required a caretaking fee of \$70 will apply.***
Afternoon Session [1.00pm to 5.00pm]
Full Day [8.30am to 5.00pm]
Evening [6.00pm to 11.00pm]

SPACE REQUIRED Binns Room
Gifford Room
Riley Hall
Johnson Auditorium
Church/Narthex/Foyer

SEATING PLAN Boardroom
Classroom
U shape
Cafe
Theatre
Other _____

EQUIPMENT REQUIREMENTS

Public address system (Riley Hall & Johnson Auditorium only)	No charge
White Board (markers NOT supplied)	No charge
Screen	No charge
Flipchart (includes 1 pad)	\$30 per session
Flipchart paper. Number of additional pads required _____	\$28 per pad
TV/DVD	\$50.00 per session
Digital Projector/Laptop	\$95.00 per session

CATERING REQUIREMENTS YES (*Please complete the Catering Order Form*)
NO (*Outside catering is not permitted when hiring Pilgrim House Conference Centre*)

ADDITIONAL INFORMATION TO NOTE _____

HIRER DETAILS

Name of organisation _____

Postal address _____

Purchase Order No. _____ Tel: _____

Contact person _____ Contact number _____

Email contact _____

Invoice email address _____

Please print clearly

AGREEMENT

I agree to pay all fees due and any cancellation fee incurred. I understand that a deposit may be required prior to the event and that all costs related to the event will be paid within seven (7) days of receiving the Invoice unless a prior arrangement exists. We hold appropriate public liability insurance and a certificate of currency can be provided on request.

Signature _____ Date _____

Please forward the completed Hiring Application to Pilgrim House Conference Centre:
Facsimile: 02 6257 4230 | Email: pilgrimconference@canberracityuca.org.au