

HALL / ROOM HIRE APPLICATION FORM

FORTITUDE VALLEY POLICE-CITIZENS YOUTH CLUB

Tip:
Please read the Hall / Room Hire Information & Price List carefully.

Provide your guests with the appropriate information they require before they attend.

For example, please provide your guests the information regarding parking, no smoking rules, lack of telephone accessibility and our Conditions of Entry Sign.

Fortitude Valley PCYC provides Disabled Lift, Toilet facilities and Entry Ramp.

Please provide this information to your presenter/facilitators.

Please note:

Hall / Room Bookings are not confirmed until the bookings officer has received the Application Form and has forwarded the hirer written confirmation either via fax or email.

458 Wickham St,
cnr Church St,
PO Box 670
Fortitude Valley. Q. 4006

Phone: 07 3252 3365
Fax: 07 3252 9206
E-mail:
valley@pcyc.org.au



Fortitude Valley
Police-Citizens
Youth Club

Hirer: _____

Contact Name: _____ **Phone #:** _____

Address: _____ **Postcode:** _____

Postal Address: _____ **Postcode:** _____

Fax #: _____ **Mobile Ph #:** _____

ABN: _____ **Email:** _____

Preferred Payment Option 14 days Payment after Receipt of Invoice Yes
BM Approved
 20% Deposit at Confirmation & Balance paid on day of Booking. No

Purpose of Hire: _____

No. of Participants: _____ **No. of Presenters/Facilitators:** _____

BOOKING DAY/s
& **DATE/s:** _____

Room Details & Times: (please ✓ Room/s required & Set-Up style)

Leanne Eggins Room	<input type="checkbox"/> N	From: _____ am _____ pm	To: _____ am _____ pm	Actual Start Time: _____ am _____ pm
Dick Wheatley Room	<input type="checkbox"/> N	From: _____ am _____ pm	To: _____ am _____ pm	Actual Start Time: _____ am _____ pm
H.G. Fielding Hall	<input type="checkbox"/>	From: _____ am _____ pm	To: _____ am _____ pm	Actual Start Time: _____ am _____ pm

Set Up Style Required for above:

N Boardroom N Café N Semi-Circle (Chairs Only) N 'U' Shaped
 N Theatre N Other (Give Details) _____

John Hockings Boardroom N From: _____ am
_____ pm To: _____ am
_____ pm Actual Start Time: _____ am
_____ pm

Equipment Required:

N White Board (No Cost) N White Board (W/- Flip Chart (Fee for Paper)
 N VCR (Hire Fee) N PA/Microphone (L E Room only—No Cost)
 N Data Projector & Screen (Hire Fee) N TV w/- built in DVD Player Hire Fee)
 N Other Items Required (Give Details) _____

Is Catering Required? Yes N No If Yes, Please complete Catering Requirements Form for each day required. Required working days notice

Application Signature & Date: _____ Date: ____ / ____ / ____

Authorised Signatory _____ Please Print Name: _____