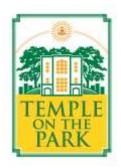


Hire Requirements Form 158 Australia Street, Newtown, NSW

Hire Date		
Contact details		
Organisation name		
Organisation Address		
Organisation ABN		
Contact name		
Contact email		
Contact phone		
Booking Details		
Room (s)	Main Hall Park View Room	
Description of activity	Talk Workshop Class Meeting Practice Performance	
Date/s of hire		
Start time		
End time		
Size of event	Number of Attendees:	
Seating requirements	Chairs: Cushions:	
Facilities		
Kitchen access	Y/N	
Rigpa A/V hire	Y / N Equipment required:	
	Sound desk with mics Visual display	
Tables	Y / N Number:	
Whiteboard	Y/N	



Hire Requirements Form

158 Australia Street, Newtown, NSW

Special set-up instructions	
Screen off Buddha	Y/N
Terms	
Hire Cost	\$
Additional Services	\$75 cleaning fee A/V \$ Tea Station set-up \$ Other \$
Subtotal	\$
GST @ 10%	\$
Subtotal	\$
50% Deposit	\$
Refundable bond	\$250 Main Hall \$100 Park View
Public Liability Insurance: Certificate of Currency \$10M	Received copy Y/N
Payment method	EFT Details: OR Credit Card over the phone
	Rigpa Fellowship BSB: 082-057 Account: 046739791 Description: VenueHire

Date:	
Signed by Hirer	