



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



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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:.....