

# Application for Use of the BANC Meeting Room

<b>Date of Application:</b>			
<b>Organisation/group name:</b>			
<b>Web address (if applicable):</b>			
<b>Postal address (if applicable):</b>			
<b>Contact Person 1:</b>		<b>Contact Person 2:</b>	
<b>Postal address:</b>		<b>Postal address:</b>	
<b>Email address:</b>		<b>Email Address:</b>	
<b>Phone Number:</b>		<b>Phone Number:</b>	

**DETAILS OF BOOKING: (Please include a second choice if possible)**

Day of Week eg. Tuesday	Time eg. 2pm - 3 pm	Frequency eg. monthly	Period Required (within 2012 only) eg. school terms only, 02/02/12 to 04/06/12

Please note: If you apply for use during 'school term' it is presumed that this is the NSW public school term.

**Will you need the use of the following? (please circle)**

Tables	Yes / No	Chairs	Yes / No
Kitchen	Yes / No	Data projector	Yes / No

**Does your organisation/group have Public Liability Insurance?** Yes / No

**ACTIVITIES:**

Please describe the activities your organisation will be offering at these premises?	
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Does your organisation charge a fee for participation in your activities?	Yes / No
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If yes, please outline:	
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**PAYMENT:**

Will you pay cash in advance?	Yes / No
Would you like to set up a monthly account?	Yes / No

**I have read BANC's Use of the Centre Policy and agree to abide by these conditions.**

**Name:**.....

**Signature:**..... **Date:**.....

**Office Use only**

Casual bookings or one-off booking	Payment received: Yes / No
Permanent booking	Payment received: Yes / No
	Monthly account: Yes / No