



Street Address: 93 Wellington St, Northam, WA
Postal Address: PO Box 126, Northam, 6401
Phone: (08) 96223981
Fax: 96221009
Email: reception@bridgeley.org.au

Initial Application

Thank you for booking with us here at Bridgeley Community Centre. We are happy to accommodate your event and wish to confirm all your event details.

In line with our Facility Hire & Use Policy, we have a tiered range of fees, so the information completed below will help us send you the details you require to make a booking matched to your needs. If you require more information on our facilities, you can find further details on our website: www.bridgeley.org.au We are able to assist you with your catering requirements, or you are able to arrange your own caterer if you prefer.

Please return this sheet by mail, email or fax at your earliest convenience. Upon receiving this booking sheet, we will send you a Confirmation of Booking

Proposed event: _____ Date: _____

Setup Time: _____ Start Time: _____ Finish Time: _____ Pack up Time _____

Organisation Name: _____

Postal Address: _____ Number attending: _____

Commercial Government Department Non Government Organisation Community Group

Other: _____ PURCHASE ORDER No / Yes - Number: _____

Contact Name: _____ Position: _____

Invoice Mailing Address: _____

Phone: () _____ Fax: _____

Email address: _____

Rooms required: _____

CATERING REQUIRED: Yes / No Please assist/own catering. Continuous TEA & COFFEE. BBQ HIRE

Catering Numbers: 1-14 15-24 25-60 REQUIRE: O/A M/T Lunch A/T Supper

The size of your group may affect the menu choices we are able to offer.

Menu No. (if known): from Bridgeley Menus M/T Lunch A/T

Serving Times: ON ARRIVAL M/T L A/T Supper

Require water available at Event: Yes / No Serving alcohol? Yes / No

Audio Visual equipment required: Yes / No Data/Video projector Screen Whiteboard

Microphone DVD player Sound system Other

Audio Visual Set-up: In house computer Own Laptop Own Projector

Room Set up: We will set up tables & chairs We will pay for set up of tables & chairs

Room Pack up: We will pack up tables & chairs We will pay for pack up of tables & chairs

Configuration of Room: Theatre Style U-Shape Classroom Board Room Other

No. of Tables: _____ No. of Chairs: _____

Any special requirements / comments: _____

Blank lines for additional information

- *Please Note: 1. A caretaker fee of \$30.00 will be charged for events beginning or finishing after 5pm and on weekends and for events starting and with a set up time before 8.30am add \$15.00 to all fees to allow for extra caretaking responsibilities. 2. Unless six weeks notice is given in case of cancellation of the booking, a cancellation fee of up to 10% of this confirmation may be charged. If only one week's notice is given the hirer may need to pay any costs already expended in preparation for the event.