



HILLS HUB ROOM HIRE ENQUIRY FORM

Contact & Activity Information

Full Name of Hirer <i>(Primary Contact):</i>		Name of Organisation and ABN <i>(if applicable)</i>	
Phone/Mobile:	Email:		
Address:			

Type of Hirer: <i>(Please tick one)</i>	Unincorporated Community Group <input type="checkbox"/> Not-for-Profit Group <input type="checkbox"/> Private User <input type="checkbox"/> Business/Corporate <input type="checkbox"/>	Type of Event/Activity: <i>(Please tick one)</i>	General Community <input type="checkbox"/> Education/Training <input type="checkbox"/> Private function <input type="checkbox"/> Business activity/event <input type="checkbox"/> Fundraising activity/event <input type="checkbox"/> Other <input type="checkbox"/>
Brief Description of Activity:			

Hire Schedule

Room/s Requested <i>(Please tick)</i>	Hall Space (MP 1, 2, 3)	Multipurpose Room			Training Room		Consulting Suite	Meeting Room
		MP1	MP2	MP3	TR1	TR2		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Frequency:	Once only <input type="checkbox"/>	Date required:							
	Weekly <input type="checkbox"/>	Day/s of week: <i>(Please circle)</i>	Mon	Tues	Wed	Thu	Fri	Sat	Sun
	Fortnightly <input type="checkbox"/>		1 st	2 nd	3 rd	4 th	5 th		
	Monthly <input type="checkbox"/>	Weeks in month: <i>(If applicable)</i>							
	Dates required:		Start:				End:		
Any Date Exclusions?		Public Holidays: Yes <input type="checkbox"/> No <input type="checkbox"/>				School Holidays: Yes <input type="checkbox"/> No <input type="checkbox"/>			

Time of Event/Activity: <i>(including set up and pack up)</i>	Time of Arrival:		Time of Departure:	
No. of Participants:	Min:		Max:	

Please email your completed Room Hire Enquiry Form to Hills.Hub@cardinia.vic.gov.au
You will receive a response to your enquiry within 3-5 business days