

VENUE HIRE APPLICATION

Enquiry Taken By (on behalf of SWIC) – phone / email				Date	
SWIC ROOM REQUIRED (circle each room appropriate)		Main Hall	Members	Pool Room	Foyer
HIRER DETAILS					
Name (Hirer)		Organisation/Individual			
Authorised Applicant Name					
Organisation/Individual Address					
Authorised Representative Contact Information					
Home Phone				Email	
Mobile				Business phone	
Certificate of Currency of PL Insurance attached (if applicable)					Yes / No
Reason for Hire					Number attending
Days Required <i>(note these hours include setup, cleaning and packing up times)</i>		Hours Start From	Hours To	Start Date	End Date

HIRE RATES AND PAYMENT

- Premises Hire Rates will consist of:
 - a booking fee which is equivalent to 20% of the total Premises Hire charge ○ Premises Hire Rate.

The charging of the Premises Hire Rate will commence from the time of setting up the event and will cease at the conclusion of the cleaning up time at the end of the event. **Note: The Premises must be clean and vacated by midnight at the latest.**

Variations of any of the rates included in the Application can only be negotiated with the authorised SWIC committee representative and will be signed off in the final Hire Document.

Payment of invoices is required 14 days from the date of invoice. Interest and/or fees may be charged for late payments. Page