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| Application FormHire of Community Centre |
| Contact:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Organisation Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Mailing Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_­­­\_\_\_ |
| Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Mobile:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date Required:\_\_\_\_\_\_\_\_\_\_\_\_ | **Start Time:**\_\_\_\_\_\_\_ | **Approx. Finish Time:** \_\_\_\_\_\_\_ |
| Purpose of Function:  |
| Kitchen Facilities Required: Yes No *Please Note: Clean Up & Waitressing Is Not Included.**Cleaning Of Dishes & Packing Up Will Need To Be Done By Hirer.* |
| Catering Required: Yes No *Catering Includes Waitressing & Clean Up*Please See Over |  |  |
| Equipment Required:  |  |  |
| Other Comments: |  |  |
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| I have received, read and understand the hire terms and conditions for hiring the William Bryant Community Centre. Sign: Date: |
| Application FormHire of Community Centre |
| Expected Number of People:\_\_\_\_\_\_\_\_\_\_  |
| Numbers To Be Confirmed By: / /20 For Catering Purposes. |
| Menu Selection | **Serving Time(s)** | **Price Per Head** | **Total** |
| Basic Sandwiches |  | $ | $ |
| Gourmet Sandwiches |  | $ | $ |
| Morning Tea |  | $ | $ |
| Afternoon Tea |  | $ | $ |
| Soup & Crusty Bread |  | $ | $ |
| Hot Savouries |  | $ | $ |
| Cold Savouries |  | $ | $ |
| Spit Roast Meals |  | $ | $ |
| Two Course Meal |  | $ | $ |
| Three Course Meal |  | $ | $ |
| Traditional Christmas Dinner |  | $ | $ |
|  |  | $ | $ |
| Equipment Hire | X | X | $ |
| Venue Hire | X | X | $ |
|  |  **Total:** | $ |
| Please list Any Special Dietary Requirements: |
| Quotation Valid Until: / /20   | **Quotation Prepared By:** |
| This is a quotation on the goods named, subject to the conditions & terms written:Please tick if you would like an invoice Yes No  |
| To accept this quote and confirm booking, sign here and return: / /20 Please Print Name Block Letters: Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |