



## VENUE HIRE BOOKING FORM

### HIRER CONTACT DETAILS:

FIRST NAME: \_\_\_\_\_ LAST NAME: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

### FUNCTION INFORMATION: We strictly do not hire for 16<sup>th</sup> to 21<sup>st</sup> birthday celebrations.

TYPE OF FUNCTION? \_\_\_\_\_ i.e: Birthday, Conference, Sacrament, Wake

DATE:  Date/Month/Year

TIME:

NUMBER OF GUESTS:  **MUST comply with current Covid19 Safety Plan regulations**

HALL HIRE FEE:

DO YOU HAVE A COVID-19 SAFETY PLAN:  Yes  No (You can apply for the Parish Covid-19 Safety Plan)

VENUE FOR HIRE:  [THE LIGHTHOUSE HALL](#)

[THE ANCHOR ROOM](#)

[THE MCKENNA CENTRE](#)

[ST. CATHERINE'S SWEENY CENTRE](#)

ADDITIONAL INFORMATION: \_\_\_\_\_

**Notes:** Please ensure that this form is completed and returned prior to the function date.  
Fees quoted are non-negotiable. An email will be sent to you confirming your booking and fee.  
The deposit and hire costs are to be paid in full before event can take place.

#### PAYMENT OPTIONS

- **CHEQUES** made to: HOLY TRINITY PARISH CHURCH ACCOUNT
- **DIRECT DEBIT**  
**BSB: 083 347 ACC NUMBER: 137245930 ACC NAME: HOLY TRINITY PARISH CHURCH ACCOUNT**

Please add the **reference as: 'Hall hire SURNAME & DATE OF HIRE'**



## HIRE FEE PAYMENT DETAILS:

### DEPOSIT PAYMENT DETAILS:

DEPOSIT PAYMENT MADE BY: \_\_\_\_\_  
FULL NAME

DEPOSIT AMOUNT:

DATE RECEIVED:  Date/Month/Year

DEPOSIT RECEIPT NO.:  RECEIPT DATE:

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### BOND DETAILS:

CREDIT CARD NAME: \_\_\_\_\_

CREDIT CARD NUMBER:

EXPIRY DATE:  Month/Year

CVC CODE:

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### BALANCE PAYMENT DETAILS:

HIRE FEE PAYMENT MADE BY: \_\_\_\_\_  
FULL NAME

FINAL PAYMENT AMOUNT:

DATE RECEIVED:  Date/Month/Year

HIRE FEE RECEIPT NO.:  RECEIPT DATE:

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**DECLARATION** - I have read the [Terms and Conditions for Use](#) and undertake all of the responsibilities therein. I hereby certify that the above information is correct. I agree that false information provided will forfeit the venue hire and the deposit will be non-refundable.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_