



# SPRINGFIELD COMMUNITY HALL AND FACILITIES BOOKING FORM

Name of Event

Date of Event

Time of Event

## Required facilities

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Tables & chairs<br>└─ <input type="text"/> How many? | <input type="checkbox"/> Gas BBQ        | <input type="checkbox"/> Piano            |
| <input type="checkbox"/> AV Equipment   | <input type="checkbox"/> White board    | <input type="checkbox"/> Courtyard access |
| <input type="checkbox"/> Sound system   | <input type="checkbox"/> Microphones    | <input type="checkbox"/> Car park access  |
|   | <input type="checkbox"/> Kitchen access |   |

## Nature of event

- |  |  |                                       |
|--|--|---------------------------------------|
| <input type="checkbox"/> Lecture / seminar | <input type="checkbox"/> Ceremony / presentation     | <input type="checkbox"/> Variety show |
| <input type="checkbox"/> Meeting           | <input type="checkbox"/> Other: <input type="text"/> |                                       |

Is this a public function?  Yes  No

Are you charging fees?  Yes  No

    └─ How much? \$

Expected number of attendees?

---

## Applicant Information

Title  First name  Last name

Postal address

Organisation name

Contact number  Fax number

Email address