

Payneham Library & Community Facilities

2 Turner St
Felixstow SA 5070



City of
Norwood
Payneham
& St Peters

Application for Hire

Name of Hirer or Organisation:

(Please state who a refund cheque should be made payable to, if not the hirer)

Organisation Status: Commercial Not for Profit Local Non Local Private

Postal Address of Hirer / Organisation:

Suburb:

Postcode:

Contact Person:

Telephone (home):

(business):

(mobile):

Email Address:

Purpose of Hire:

Number of Guests/Participants:

Will alcohol be consumed or served? Yes No

Please provide details of hire in the box below:

Room required	Date required	Start Time to Finish Time (include set up and pack up time)	Rate quoted
Payneham Hall			
Trinity Room			
Torrens Room			
Are the dividing walls to be opened	Yes No		
Staff required	Date required	Start Time to Finish Time	
Security Guard			

Name of person collecting keys:

Date of collection:

Phone No:

I/We have received and read the *Terms & Conditions* of hire and attached the Declaration Form;

Please tick

I/We hereby agree to be bound by such requirements and conditions and acknowledge and accept that any damages will be the responsibility of the hirer;

Please tick

I/We have attached a copy of my/our current insurance policy (*Certificate of Currency*);

Please tick

Name _____

Sign _____ **Date** _____

City of Norwood Payneham & St Peters
175 The Parade, Norwood SA 5067

Telephone 8366 4555
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Website www.npsp.sa.gov.au
Socials /cityofnpsp @cityofnpsp



City of
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Payneham
& St Peters

< OFFICE USE ONLY >

	Amount	Date	Rec No	Number	Cat	ID
Deposit RC 133						
Hire Fees RC133						
Bond RC134						
Key Bond RC134						
Security Guard RC101 (10274.71.132)						
TOTALS						