

Fre-info Venue for Hire Form

The following information will be given out to people wishing to contact your organisation

Fre-info Community Information Service
ABN: 74 680 272 485

Town Hall Centre, 8 William Street
Fremantle WA 6160

PO Box 807, Fremantle WA 6959

T 08 9432 9888 F 08 9432 9895

TTY 08 9432 9777

E freinfo@fremantle.wa.gov.au

Your Contact Details

Name of Building or Facility

.....

Name of organisation responsible for the venue:

.....

Business Address:

Mailing Address:

Same as business address (Tick here).....

Email:.....Website:.....

Contact number/s: Name:.....

Telephone:

Second contact: Name.....

Telephone:

Type of facilities

Kitchen <input type="checkbox"/>	TV/Video <input type="checkbox"/>	Whiteboard/Overhead Projector <input type="checkbox"/>
Cutlery/crockery <input type="checkbox"/>	DVD <input type="checkbox"/> Tables/Chairs <input type="checkbox"/>	Lighting/Sound Equipment <input type="checkbox"/> <i>Details:</i>
Air conditioning <input type="checkbox"/>	Playground <input type="checkbox"/>	Is the flooring Wood <input type="checkbox"/> Carpet <input type="checkbox"/> Concrete <input type="checkbox"/>
Stage (size) <input type="checkbox"/>	Change rooms <input type="checkbox"/>	Car parking <input type="checkbox"/>

Space Capacity

How many people does the venue accommodate?

.....

What is the size of the space?

Catering:

Do you provide the in house catering?

Can the hirer use their own caterer?

Is the premises licensed?

Can the hirer obtain a liquor permit?

Rental Charges/Hire Fees

Cost per hour

Cost per day

Cost per evening

Bond

Availability & Access

Times available for hire : weekdays evenings weekends

Who can hire the venue (eg anyone, community groups, restrictions)

.....

Does the centre allow permanent and or regular bookings? Yes No

Facilities for people with disabilities:

Wheelchair accessible Toilets for people with disabilities

Other comments (other limitations or conditions for hire)

.....

Please tick if your venue is suitable for this type of function

Art & Photography exhibitions

Art studio space

Bingo

Classes

Church Services

Cocktail Parties

Concerts

Conferences

Dances /Balls

- Dinners
- Exercise Classes
- Fashion Parades
- Film
- Meditation & Relaxation classes
- Meetings
- Outdoor Activities
- Playgroup
- Private Parties
- Twenty First Birthday Parties
- UnderAge Parties
- Engagement Party
- Rehearsal space
- Seminars/Workshops
- Sports Grounds
- Music & Theatre Performance
- Wedding Ceremony
- Wedding Reception
- Other/.....

Details required for your next update

Contact person for updating information:

Please return the form to Fre-info at the address on the first page.
Thanks for your help