



Fre-info Community Information Service Venue for Hire Form

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

Email: freinfo@fremantle.wa.gov.au

Web: www.freofocus.com.au

1. Name of organisation responsible for the venue

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2. Available for Public Hire? Yes / No

3. Name(s) of Contact Person(s)

1 st Contact
Phone:
2 nd Contact
Phone:
Fax:
Email Address:

4. Location Address of Hall/Clubhouse

No. & Street
Town/Suburb/Postcode

5. Facilities (please nominate seating capacity and then tick (✓)/circle other boxes where appropriate)

Seating Capacity Number:	Licensed Premises <input type="checkbox"/>	TV/Video <input type="checkbox"/>
	Can the hirer obtain a liquor permit?	Whiteboard <input type="checkbox"/>
	Yes <input type="checkbox"/> No <input type="checkbox"/>	Overhead Projector <input type="checkbox"/>
Kitchen Facilities <input type="checkbox"/>	Stage <input type="checkbox"/>	Car parking Facilities <input type="checkbox"/>
Cutlery/crockery <input type="checkbox"/>		
Chairs/Tables <input type="checkbox"/>		
Is the flooring	Lighting Equipment <input type="checkbox"/>	Change rooms <input type="checkbox"/>
Wood <input type="checkbox"/> Carpet <input type="checkbox"/>	/Sound Equipment <input type="checkbox"/>	
Concrete <input type="checkbox"/>		
Air-conditioning Yes <input type="checkbox"/> No <input type="checkbox"/>		

6. Rental Charges/Hire Fees – Per Hour & Per Day

7. Availability and Access

Times available for hire : Weekdays <input type="checkbox"/> Evenings <input type="checkbox"/> Weekends <input type="checkbox"/>
Who can hire the venue (eg anyone, community groups, restrictions)
Does the centre allow permanent and or regular bookings? Yes <input type="checkbox"/> No <input type="checkbox"/>
Facilities for people with disabilities: Wheelchair accessible <input type="checkbox"/> Toilets for people with disabilities <input type="checkbox"/>

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

- 21st birthday party
- Art exhibitions
- Art studio space
- Bingo
- Classes
- Church Services
- Cocktail Parties
- Concerts
- Conferences
- Dances
- Dinners
- Engagement Party
- Exercise Classes
- Fashion Parades
- Meditation/Conferences
- Meetings
- Outdoor Activities
- Private Parties
- Rally
- Rehearsal space
- Seminars/Workshops
- Sports. indoor..... outdoor.....
- Theatre
- Wedding ceremonies
- Wedding receptions
- Other

9. I understand that the above details are available to the public.

(Signature)

Name of Person completing this form:
Mr/Mrs/Ms

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Date: Thank you for your assistance.

Please return form to:

Fre-info Community Information Service
Fremantle City Library
8 William Street Fremantle,
PO Box 807, Fremantle 6959
Facsimile: 9432 9895,
Tel: 9432 9888
Email: freinfo@fremantle.wa.gov.au