



BURRA TOWN HALL ADMINISTRATION

P.O Box 163, BURRA, S.A. 5417

Booking Application

Name of Hirer	
Address	State . Post Code
Contact Person	
Telephone / Fax	Phone:
Email Address	
Function / Event	
Specific area(s) required (Delete areas NOT applicable)	All areas Main Hall Front Foyer South Foyer Stage Dressing Rooms Civic Room Mary Warnes (CWA) Room Supper Room Kitchen
Date(s) required	
Period required	From am/pm to am/pm
Is any set-up time required	Yes / No (if yes, when and how long)
Times/Dates	Arrival time: am/pm Date: Departure time: am/pm Date
Any Special Requirements (Delete those NOT applicable)	Stage Lighting Sound Equipment Whiteboard Projection Screen No. of Chairs [] No. of Trestles [??] Tea/coffee making facilities Cleaning of venue (Incurs a charge of \$25 per hour) Other (provide details)
Any other comments to assist this application	

The above particulars shall be considered as part of the contract between the hirer and the Burra Community Development Programme Inc for the hire of the facilities nominated should the application be approved.