

Esperance Civic Centre Venue Hire Enquiry Form



CONTACT DETAILS

NAME OF ORGANISATION

CONTACT PERSON

POSTAL ADDRESS

PHONE NUMBER

MOBILE PHONE

EMAIL ADDRESS

BOOKING INFORMATION PAGE 1

NAME OF THE EVENT _____

AUDITORIUM (MAX. CAPACITY 499*)

RECEPTION ROOM (MAX. CAPACITY 250*)

FOYER (MAX. CAPACITY 150*)

* PLEASE NOTE, ALL SPACES/CAPACITY'S ARE SUBJECT TO CHANGE DUE TO TYPE OF EVENT AND GOVERNMENT REGULATIONS

DATE(S) REQUIRED _____

EVENT START TIME _____ EVENT END TIME _____

SET UP TIME _____ PACK DOWN FINISH TIME _____

NO. OF PEOPLE YOU WISH TO ACCOMMODATE _____

ARE YOU A NOT FOR PROFIT ORGANISATION? YES NO

IS THIS A TICKETED EVENT? YES NO

EVENT TYPE (PLEASE TICK)

WEDDING PARTY FUNERAL/WAKE CONCERT MEETING SEMINAR

OTHER: _____

DO YOU WISH TO PROMOTE YOUR EVENT TO THE ESPERANCE COMMUNITY?

If you do, please send promotional material and/or event information directly to community@esperance.wa.gov.au for inclusion in the Community Info & Events E-Newsletter

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BOOKING INFORMATION PAGE 2

DETAILS (PLEASE TICK APPROPRIATE BOXES, WHAT ARE YOUR REQUIREMENTS)

BAR/KIOSK	PA SYSTEM (\$165 BASIC)	WHITE BOARD
KITCHEN FACILITIES	PROJECTOR small	TECHNICIAN (\$60 PER HOUR)
STAGE	PROJECTOR large	LECTERN
USHERS/FRONT OF HOUSE	PROJECTOR SCREEN small	TABLE CLOTHS, QTY: _____
TICKETING	PROJECTOR SCREEN large	ZOOM SET-UP
TEA/COFFEE	ECC TO SET UP / PACK DOWN (\$60 PER HOUR)	

ANY OTHER DETAILS/REQUEST:

MOST ITEMS WILL INCUR ADDITIONAL COSTS.

SIGNATURE

DATE

Please return to the Shire of Esperance, 77 Windich Street, Esperance WA 6450, civiccentre@esperance.wa.gov.au
Thank you for your enquiry, our Civic Centre team will respond with a quote as soon as possible.

****IN OFFICE USE ONLY****

CUSTOMER DETAILS

NAME AND PHONE NUMBER FOR BOOKING

DETAILS OF BOOKING

DATE(S) BOOKED

INVOICE DETAILS

TRIM FILE NUMBER

NOTES

COSTS

FOYER	RECEPTION ROOM	AUDITORIUM	STAFF	EQUIPMENT
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ADDITIONAL ITEMS

BOND REQUIRED

TOTAL COSTS

MANAGER SIGNATURE