

Dublin Institute

9 Sixth Street Dublin SA 5501

Dublin History Group Research Centre

Request for occasional hire of Dublin History Group Inc. facility

I.....

For and on behalf of

Of(Address):.....

Telephone:..... Email:.....

Would like to hire the Dublin History Group Research Centre

For the Purpose of:.....

Period of Hire: to

Number of people:..... (Approx)

Group/Committee Hire Cost: \$30/day

General Hire: \$100/day Bond: \$100

Open area No Tables and chairs set up

For \$30 additional set up and pull down fee

Style of use: Meeting Head table and just chairs facing head table

Workshop Tables with chairs all around them

Class room Tables with chairs on one side facing stage

I have read and agree to comply with the Dublin History Group Conditions of Hire

Signature:..... Date:.....

Note: Written confirmation must be received by the hirer confirming facility booking. Facility use should not be assumed with completion of this request form

Conditions of Hire

1. All users are required to have General Public and Products Liability Insurance to cover personal injury and damage to property. \$20 000 000 for total period of occupation
2. In the event of damage through carelessness, the hiring group is responsible for repair and/or replacement.
3. There is to be no alcohol consumed on the property. Smoking is not permitted inside the building or within 5 metres of any external door.
4. The hire period includes set-up and bump-out time.
6. Children are not to run within the building and should never play in the car park. Hiring groups are required to provide supervision for children.
7. At the completion of the event, all areas must be cleaned to the satisfaction of the Dublin History Group Inc. Failure to do so will result in cleaning fees being applied. All litter, resulting from the event, must be removed from the facility, bins are available.

Dublin History Group Inc Authorisation

Hiring of Facility: Denied Approved

Fee: \$..... Paid Yes No Date:.....

Bond paid\$..... Returned Date:.....

Insurance Certificate of Currency Received Yes No Date:.....

Signed :..... Date:.....