

1. VENUE HIRE AGREEMENT

Please complete this form and return to:

Leonie Smith
Assistant Manager
Bathurst Memorial Entertainment Centre
Private Mail Bag 17, Bathurst, NSW 2795
Fax: 6333 6163, email: leonie.j.smith@bathurst.nsw.gov.au

Name of Organisation: _____

Contact Person(s): _____

Contact Address: _____

_____ Postcode _____

Contact Phone Number(s): (BH) _____ (AH) _____

Mobile No. _____ Fax _____

ABN: _____

Function Description: _____

Function Date(s): _____ Function Time(s): _____ to _____

- I acknowledge that I have read the attached “**Conditions of Hire**” and “**Fees and Charges**” forms provided to me and I will undertake to comply with all aspects of these conditions.
- I have attached documentation of my organisations Public Liability Cover.
- I agree to submit all technical specifications and event requirements within a mutually agreed timeframe.
- I agree that any changes requested after this time will only be allowed at the discretion of BMEC Management.

Name: _____

Organisation: _____

Position in Organisation: _____

Signature: _____

Date: _____

Bathurst Memorial Entertainment Centre Acceptance of Hire

Bathurst Memorial Entertainment Centre, under approval from Bathurst Regional Council, accepts your application to hire the facilities described and grants approval subject to compliance with all the conditions described in the attached “Conditions of Hire”.

Name of Authorised Signatory: _____

Position: _____

Signature: _____ Date: _____