



BOOKING APPLICATION FORM

Hall required: (please tick the hall required)

Large hall

Small hall

Large and Small Hall

Meeting Room

ORGANISATION INFORMATION

Organisation Name:			
Organisation Mailing Address:		Post Code:	
Phone Number 1:		Phone Number 2:	
Email:			
Name & Bank Account Details For Bond Refund:			

BOOKING COORDINATOR INFORMATION

Name:		Position Held:	
Address:			
Phone Number 1:		Phone Number 2:	
Email:			
Drivers License Number:			

SECOND CONTACT INFORMATION

Name:		Position Held:	
Address:			
Phone Number 1:		Phone Number 2:	
Email:			
Drivers License Number:			

BOOKING INFORMATON

Hire Date:			
Setup Time Frame:		Pack Down Time Frame:	
Function Start Time:		Function End Time:	
Purpose For Which Hall Is Required:			
Estimated Number of Guests:			



ABRUZZO



VASTO CLUB
CASA D'ABRUZZO INC.
Perth

KITCHEN REQUIREMENTS

Will You Require The Use of the Kitchen:			
Name of Caterer:			
What Time Will Food Preparation Begin:		What Time Will Food Deliveries Be Made:	
What Time Will Catering Equipment Be Delivered:		What Time Will Catering Equipment Be Collected:	
Will You Require The Use of The Fridges & Cool Room:			
What Time Will Cool Drinks (including Alcohol) Be Delivered:		What Time Will Cool Drinks (including Alcohol) Be Picked Up:	
Will You Require The Use of the Dishwasher, Glasswasher or Freezer:			

USE OF VASTO CLUB EQUIPMENT

Estimated Number of Chairs To Be Used:	
Estimated Number of Round Tables To Be Used:	
Estimated Number of Rectangle Tables To Be Used:	
Will the Lectern Be Required:	
Will the Projector Screen Be Required:	
Will the Portable Stairs Be Required?	

PARTY HIRE EQUIPMENT INFORMATON

Will Tablecloths Be Hired:		Name Of Party Hire / Event Hire:	
Will Chair Covers Be Hired:		Name of Party Hire / Event Hire:	
Will Ceiling Drapes or Side Drapes Be Installed:		Name Of Party Hire / Event Hire:	
When Will Installation Occur:		When Will Removal Occur:	
Will Stage Drapes or Banners Be Installed:		Name of Party Hire / Event Hire:	
When Will Installation Occur:		When Will Removal Occur:	
Will Stage Or Sound Equipment Be Hired:		Name of Stage / Sound Company:	
When Will Delivery Occur:		When Will Removal Occur:	
Will Lighting Equipment Be Hired:		Name of Lighting Company:	
When Will Delivery Occur:		When Will Removal Occur:	
Will Any Other Deliveries Be Required:			



CLEANING REQUIREMENTS OF THE HIRER

By Signing This Form You Acknowledge That

- Your Hall Hire Does Not Include Any Cleaning
- Cleaning Of The Entire Premises Is The Sole Responsibility Of The Hirer
- Any Additional Cleaning Will Be Charged At \$75 Per Hour
- The Vasto Club Recommends All Hirers To Hire Their Own Cleaners

ALCOHOLIC DRINK REQUIREMENTS

Please Select One:

*Alcohol Free Event **Alcohol Will Be Sold By Hirer **Alcohol Will Be Sold By Vasto Club **Alcohol is Inc. in Ticket Price *BYO Alcohol

**The Vasto Club advises ALL hirers to provide adequate security for their function
**Security MUST be provided by the hirer according to the liquor license regulations*

Name of Security Hired: _____ How Many Guards: _____

Name of Person Obtaining Liquor License: _____

(Note: A Copy of the Liquor License Must Be Presented to the Vasto Club prior to key collection)

REFERENCES

Have You Previously Hired From The Vasto Club:			
Have You Had A Previous Hire From Another Hire Company:		If Yes, Please Give Details:	

I, the hirer named above acknowledge that I have received a copy of the Conditions of hall hire and confirm that I have read the conditions and understand them.

I unconditionally agree to those conditions and undertake to ensure that I and any person associated with the event held on the hire date will comply with those conditions.

I understand that I risk losing my bond should any damages or additional cleaning occur, or if the premises is not returned to the original state that it was hired.

I understand that after my function, all video footage will be viewed and all equipment will be inspected and the return of my bond will be at the discretion of the Vasto Club Management.

Signature of hirer: _____ Date: _____

- THIS FORM IS TO BE RETURNED TO THE VASTO CLUB TOGETHER WITH BOND PAYMENT
- NO BOOKING IS CONFIRMED UNTIL BOTH BOND & FORM ARE RECEIVED & A CONFIRMATION LETTER IS SENT
- INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

Booking Applications May Be Faxed, Emailed or Posted to the Details Below For Processing

Bond Payments Will Be Accepted By Cheque, Cash, Eftpos* or Bank Deposit.

***Payments made by Eftpos will incur a 2% fee. We do not accept American Express or Diners.**

**Account Details - Vasto Club / BSB 086-492 /Account 19823-6392
(Please use date of booking as a reference when paying via direct deposit)**