



**ABRUZZO**



**VASTO CLUB**  
**CASA D'ABRUZZO INC.**  
Perth

## **BOOKING APPLICATION FORM**

Hall required: (please tick the hall required)

Large hall

Small hall

Large and Small Hall

Meeting Room

### **ORGANIZATION INFORMATION**

Organization Name:			
Organization 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 INFORMATION**

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:			

### **KITCHEN REQUIREMENTS**

Will You Require The Kitchen:			
Name of Caterer:			
What Time Will Food Preparation Begin:		What Time Will Food Deliveries Be Made:	



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Delivery Of Catering Items:		Collection of Catering Items:	
Will You Require The Use of The Fridges & Cool Room:			
What Time Will Cool Drinks (including Alcohol) Be Delivered:		What Time Will Cool Drinks Be Collected:	
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?	

**DELIVERY OF EXTERNAL EQUIPMENT & PARTY HIRER SUPPLES**

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

**REFERENCES**

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



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**ALCOHOLIC DRINKS & SECURITY REQUIREMENTS**

Please Tick One:

- Alcohol Free Event
- Alcohol Will BE Sold By Hirer
- Alcohol Is Inc. In Ticket Price
- BYO Alcohol

By Signing This Form You Acknowledge That:

- 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
- All Bar Staff MUST have an Responsible Serving Of Alcohol Certificate

Name of Security Company Hired: \_\_\_\_\_ Number of Security Guards Hired: \_\_\_\_\_

Name of Person Obtaining Liquor License: \_\_\_\_\_

(Note: A Copy of the Liquor License Must Be Presented to the Vasto Club Prior To Key Collection)

**NOISE RESTRICTIONS**

By Signing This Form You Acknowledge That:

- The Vasto Club is a Function Centre and Not a Fully Soundproofed Concert Venue
- You Understand and Respect the Close Proximity of the Vasto Club Neighbors to the Rear of the Building
- Noise Will Be Kept Under 70dB(A) at the Boundary (External Wall Behind Stage Area)
- It is the Hirers Responsibility to do Random Sound Checks Throughout the Hire Period by Standing at the Nearest Residential Fence East of the Hall and Checking the Noise and Making Sure It is No Louder Than the Background Noise at the Time
- All Exit Doors MUST Be Kept Shut for the Duration of the Hire Period
- All Sound and Audio Technicians MUST Be Advised of the Noise Restrictions and a "Noise Restriction Policy - Audio Levels Form" Will Need to be Completed
- Bonds Will Be Kept in Full Should Any Noise Complaints Be Received from The City of Stirling or Police

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 and Form are Received and a Confirmation Letter is Sent**
- **Incomplete Applications Will Not Be Accepted**
- **Booking Applications May Be Emailed or Posted to the Details Below**
- **Bond Payments Will Be Accepted By Eftpos or Bank Deposit (Payments Made By Eftpos Will Incur A 2% Fee)**

**Account Details - Vasto Club / BSB 086-082 /Account 19823-6392**  
**(Please Use Date of Booking as a Reference When Paying Via Direct Deposit)**