



**The Corporation of the Town of Walkerville**

ABN 49 190 949 882

66 Walkerville Terrace, Gilberton SA 5081

PO Box 55, Walkerville SA 5081

Telephone: (08) 8342 7100

Facsimile: (08) 8269 7820

walkerville@walkerville.sa.gov.au

www.walkerville.sa.gov.au

**Walkerville Civic & Community Centre  
Application for Venue Hire**

<b>Contact name</b>	
<b>Organization, corporation or community group name</b>	
<b>Postal address</b>	
<b>Contact number(s)</b>	
<b>Email address</b>	
<b>Room requested</b>	
<b>Type of event</b> (e.g. wedding, birthday, conference)	
<b>Date(s) required</b>	
<b>Booking start time</b> (including set up)	
<b>Booking finish time</b> (including pack up)	
<b>Number of attendance</b>	
<b>Equipment required</b>	<input type="checkbox"/> PA/Sound System <input type="checkbox"/> Projector <input type="checkbox"/> Oven <input type="checkbox"/> WiFi <input type="checkbox"/> Tables <input type="checkbox"/> Whiteboard
<b>Will liquor be supplied?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Will food be served?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO

If yes, please include details of catering company	
Emergency contact	
I/we understand the above information is true and correct.	<input type="checkbox"/> YES <input type="checkbox"/> NO
I/we understand that this is not confirmation of hire	<input type="checkbox"/> YES <input type="checkbox"/> NO
Registered Not for Profit/ Charity/ Community group name (please attach proof)	No
Signature	
Date	

OFFICE USE ONLY

Date received	
Approved by	
Confirmation sent	