**Expression of Interest – Chalice Venue Hire**

Please email completed request form (two pages) to admin.chalice@gmail.com

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| Application Details | Date:  |
| Name of individual/ group/organisation: |  |
| Name of event : |  |
| Type of Individual/ Group/ Organisation |  Artist/Performer/Performing Group/Community Group/Charity Independent or Represented? Funded/non-funded/NFP Facilitator/Charity Organisation Other?  |
| Type of Event: (please indicate all that apply) | Commercial event/gig - Community/ Not for profit event/gig – Performance - Workshop (regular or one-off?) Fundraiser - Rehearsal (regular or one-off?) - Exhibition/Demonstration Other?  |
| Principal Contact  |
| Name |  |
| Address |  | Postcode |
| Phone | B/H | A/H | Mobile |
| Email: |  |
| Billing Details (or ‘as above’)  |
| Name |  |
| Address |  | Postcode |
| Phone | B/H | A/H | Mobile |
| Email: |  |
| Booking/Event Details |
| Brief Description of booking/event |  |
| Proposed Date(s) |  |
|  | Cost to participants | Number of Participants: | Expected Attendance: |
| Event Times: (start and finish) | Access Times: (arrive and depart) |
| Space requested: (please indicate) | Hall  | Church  | Courtyard | Forecourt |
| How are you arranging Public Liability Insurance? Certificate attached / Applying through Synod Insurance (pages 10 & 11) |
| Rationale |
| What is your relationship to Chalice and why do you want to use our space? |  |
| Community Benefit:Brief outline of the benefit to the local community |  |
| Equipment Needed (please indicate)  Kitchen and Catering Please note our Kitchen is not registered food preparation kitchen – a permit is required for food preparation on the premises.  | Trestle tables (4 in Hall, 4 in Church)Chairs (130 in Hall, 40 in Church)Piano (Hall or Church)Staging pieces (12 pieces 1 x 2metres )in equipment room off HallWe don’t mind if you move furniture around – but it is essential that it is all returned to its original places at the end of the hire. Will you need to use the Kitchen/Kitchenette? YES / NO Will be selling Food or Drinks? YES / NO (If yes, you will need to comply with all food handling legislation)Will you be Self Catering or Hiring a Caterer? YES / NO Will you be selling Alcohol? (Hall only) YES / NO(If Yes, you will need to apply for a liquor license for your event.) |
| Is your group a NOT FOR PROFIT ORGANISATION?  | Please attach evidence of NFP status.  |
| Does your event need APRA certification? | Please register with [www.apraamcos.com.au](http://www.apraamcos.com.au) to pay for fair use of other songwriters’ music. |

Our hire fees and charges are designed to foster the creative life of High Street Northcote and surrounds. When you have a successful event, should you feel that you are able to contribute more than the invoiced amount, we would welcome any donations. All donations are put to use maintaining these historic spaces.