

Form Details

For all enquiries or to return this form, please contact;

Centre Box Office, Arts & Culture Officer

ph | 03 5671 2470

email | wonthaggi.artscentre@basscoast.vic.gov.au

post | 96 Graham St, Wonthaggi VIC 3995

Information that is collected in this form is subject to the Council's privacy policy. We will use this information to create a contract document. This booking form does not constitute a confirmed booking.

Contact Details

Contact Name			
Company / Group			ABN (if applicable)
Phone Numbers	Office	Home	Mobile
Postal Address			
Email Address			
Have you booked any part of the Wonthaggi Union Community Arts Centre before?		Yes	No
Company / Group Type (please tick);			
<input type="checkbox"/>	Community Group (not for profit)	<input type="checkbox"/>	Based in Bass Coast Shire
<input type="checkbox"/>	School Group	<input type="checkbox"/>	Based outside of Bass Coast Shire
<input type="checkbox"/>	Standard (commercial)	<input type="checkbox"/>	Based in Bass Coast Shire
<input type="checkbox"/>		<input type="checkbox"/>	Based outside of Bass Coast Shire
Public Liability Insurance is required: Do you have Current Insurance?*		Yes	No
Do you have a Workers Compensation Certificate?*		Yes	No

Event Information

Title of Event / Meeting	
Type of Event / Meeting	
Estimated Attendance	Space Required
Arrival Time	Exit Time
Will you be arranging / providing catering? If arranged with a caterer, please provide contact details.	

Set Up / AV

Details of room set up / AV requirements will be discussed when booking is confirmed.

I understand this document does not constitute a confirmed booking. On return of this booking form, a quote and contract will be provided to complete in order to proceed with confirming the booking.

Signature

Date

Name