

Use of University Facilities - Application Form

Please read the conditions within the Hire Agreement before completing this form

CONTACT: Timetabling, Estate Office
Townsville and Cairns Campuses
PO Box 6811 Cairns Qld 4870

Telephone: (07) 4042 1068
Facsimile: (07) 4042 1057
Email: roombookings@jcu.edu.au

BOOKING:

- The University may require the hirer at any time to supply a detailed written description of all activities to be conducted on the premises during the period of hire.
- The hirer acknowledges that it is the responsibility of Timetabling staff to confirm the availability of the premises requested on the Application Form.
- The booking will not be considered effective by the University until the applicant has been advised formally in writing of the acceptance of the application.

An enquiry **MUST** be made with Timetabling before completing this form, has this been done?

Proposed Hirer: _____
Contact: Name: _____
Title: _____
Address: _____
Telephone (B.H.) _____ (A.H.) _____
Facsimile: _____ Email: _____

Purpose of Use: _____
Period of Hire: Start Date: ____/____/____ Finish Date: ____/____/____
Times of Use: Start Time: _____ Finish Time: _____
Rooms Required (Premises): _____
Estimated Attendance: _____
Will there be an event attendance charge? _____
Is alcohol to be consumed? _____

Additional Services:

Audio Visual Equipment Requirements: _____
Additional furniture: _____
Catering: _____
Security: _____
Cleaning _____
Other: _____

Applicant Signature: _____ **Date:** ____/____/____