

TRIM Reference: \_\_\_\_\_

# GERALDTON REGIONAL ART GALLERY VENUE USE APPLICATION

## APPLICANTS DETAILS

Organisation: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## BOOKING DETAILS

Name of Event: \_\_\_\_\_

Date: \_\_\_\_\_ No. of Attendees: \_\_\_\_\_

Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

Event Type:  Community  Community  Commercial  
Fee for Event No Fee for Event

Booking Area:  Ground Floor  First Floor  Theatrette  All

## BOOKING REQUIREMENTS

Please describe your event and any special booking requirements, e.g. access to kitchen and/or bar facilities, seating/table arrangements, audio visual equipment.

To discuss further, please contact Coordinator Gallery and Public Arts on (08) 9956 6750 or email [artgallery@cgg.wa.gov.au](mailto:artgallery@cgg.wa.gov.au).

Event Description:



## **PAYMENT INFORMATION**

Please refer to the Fees and Charges information contained in ART03 – GRAG Conditions of Hire, which is available on the GRAG website or on request.

## **CONFIRMATION OF BOOKING**

Thank-you for your application. Your booking request will be checked against existing Gallery commitments and an Officer will be in contact with you within seven (7) working days to advise you of the outcome.

If payment is required, this is due on confirmation of your booking.

## **DECLARATION**

I/We have received, read and understood GRAG Conditions of Hire documentation. Should the above Venue Use Application be approved, I/We agree in all respects to comply with Conditions of Hire for the Geraldton Regional Art Gallery.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit completed applications to [council@cgg.wa.gov.au](mailto:council@cgg.wa.gov.au).

## **OFFICE USE SECTION**

Booking Approved:  Yes  No

Copy of Public Liability Insurance:  Yes  No

Applicant advised of outcome:  Yes  No

TRIM Reference: \_\_\_\_\_

Officer's Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_