HALL HIRE APPLICATION

Name of Applicant: .....

Address of Applicant: .....

Contact Details of Applicant: .(H).....(M).....(E)…….....

Scout Hall to be Hired: 23 Station St Mt Evelyn Mt Evelyn ☐

Mt Dandenong Rd Montrose ☐

Description of Function i.e 50th Birthday: .....

Number of People Expected to Attend (approx): .....

Date and Times of Hall Hire:

Set up .....
Pack up .....

Will you require use of the kitchen Y/N: .....

What facilities will you require:
Trestle tables
Chairs
Kitchen Equipment
Heaters
Other ....

Will you be bringing any external equipment into the hall i.e Jukebox. PA, cooking equipment etc. Please list:
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Are you Planning to Provide Security at the door Y/N: .....

Have you Hired this Hall Previously Y/N: .....

Additional Information:

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Once you have completed this form, please email to hallhire@mtevelynscouts.org.au.

Once your request has been endorsed by the group, a hall hire agreement form will need to be completed.