

# Payneham Library & Community Facilities

2 Turner St  
Felixstow SA 5070

## Application for Hire

### Name of Hirer or Organisation

(Please state who a refund cheque should be made payable to if not the hirer)

**Organisation Status:** Commercial  Not for Profit Local  Non Local  Private

### Postal Address of Hirer / Organisation

Suburb

Postcode

### Contact Person

Telephone (hm)

(bus)

(mob)

Email Address

Purpose of Hire

Number of Guests/Participants

Will alcohol be consumed or served? Yes

No

Please provide details of hire in the box below:

Room required	Date required	Start Time to Finish Time (Include time to set up and pack up)	Rate quoted
Payneham Hall			
Trinity Room			
Torrens Room			
Security Guard			
Walls to be opened	Y / N		

### Name of person collecting keys

Date of collection

Phone No:

I/We have received and read the *Terms & Conditions* of hire and attached the Declaration Form;

**Please tick**

I/We hereby agree to be bound by such requirements and conditions and acknowledge and accept that any damages will be the responsibility of the hirer;

**Please tick**

I/We have attached a copy of my/our current insurance policy (*Certificate of Currency*);

**Please tick**

Name \_\_\_\_\_ Sign \_\_\_\_\_ Date \_\_\_\_\_

City of Norwood Payneham & St Peters  
175 The Parade, Norwood SA 5067

Telephone 8366 4555

Facsimile 8332 6338

Email [townhall@npsp.sa.gov.au](mailto:townhall@npsp.sa.gov.au)

Website [www.npsp.sa.gov.au](http://www.npsp.sa.gov.au)



City of  
Norwood  
Payneham  
& St Peters

**< OFFICE USE ONLY >**

	<b>Amount</b>	<b>Date</b>	<b>Rec No</b>	<b>Number</b>	<b>Cat</b>	<b>ID</b>
<b>Deposit RC133</b>						
<b>Hire Fees RC133</b>						
<b>Bond RC134</b>						
<b>Key Bond RC134</b>						
<b>Security Guard RC101 (10274.71.132)</b>						
<b>TOTALS</b>						