

# THE RON DYER CENTRE ROOM HIRE BOOKING FORM

42 Ridge Street North Sydney 2059

Email: [olw@sjparishnsw.org.au](mailto:olw@sjparishnsw.org.au)

Phone: (02) 8918-4101

## HIRER DETAILS:

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

Function Date: \_\_\_\_\_

Type of Function: \_\_\_\_\_

Name of Person  
Hiring the Centre: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mobile: \_\_\_\_\_

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

## TIME LINE FOR FUNCTION

Arrival Time: \_\_\_\_\_

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

Name of Room: (please circle): **Gathering Area** (holds approx. 100 people)  
or **Hall** (holds max. 400 people)

Approximate number of attendees: \_\_\_\_\_

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<b>Hire Charges</b>		<b>Please select from the following</b> √
Gathering Area (max 100 people) (16 small white tables + 60 white chairs)	\$350.00 for 3 hours (additional \$50.00p/h thereafter)	
Hall (max 400 people) (20 trestle tables and 350 chairs) <b>Please note there are NO kitchen facilities.</b>	\$350.00 for 3 hours (additional \$100.00p/h thereafter)	
Grass Area – optional (if available)		
Gathering Area and Hall	\$600.00 for 3 hours (additional \$100.00p/h thereafter)	
Use of microwaves, stove, oven, fridge and urns	Included in hiring fee <b>(Gathering Space only)</b>	
BBQ	Additional \$50.00 cleaning fee	
Use of tables and chairs	Included in hiring fee	
Toilets on premises (including a disabled toilet)		
<b>Total Cost:</b>		\$

**EQUIPMENT & OTHER REQUIREMENTS** (equipment is included in hire)

**Data projector /Over head projector  White board/ Flip chart (please circle)**

**Microphone:  Lectern**

**Form of Payment:**

<b>CREDIT CARD PAYMENT:</b>	
<b>NAME (as on card):</b> _____	<b>Amount: \$</b> _____
<b>CARD TYPE:</b> MasterCard <input type="checkbox"/> Visa	
<b>CARD NUMBER:</b> _ _ _ _ _   _ _ _ _ _   _ _ _ _ _   _ _ _ _ _	
<b>EXPIRY:</b> _____/_____	

Cheque payable to: **The Parish of Our Lady of the Way.**