



APPLICATION – USE OF ANY PART OF THE LIFESTYLE CENTRE FOR A FUNCTION

NAME OF APPLICANT.....

UNIT NO. DATE OF APPLICATION

TELEPHONE..... E MAIL OR FAX

Terms and Conditions

1. Application to use any part of the Lifestyle Centre for a function is to be made in writing, and the application must include details of the function. Page 2 of this application form must be completed in detail.
2. The application must be submitted to the General Manager at least 7 days before the facilities are required. Village approved repeat functions do not require applications.
3. The function cannot be confirmed until approval from the responsible representative and the General Manager has been received in writing. Each application is considered on its own merits.
4. The representatives reserve the right to decline any application.
5. All guests attending the function need to be pre-cleared through security.
6. Please provide a brief reason for needing to use the Lifestyle Centre.

Applicant Signature..... Date.....

Social Representative Signature..... Date.....

General Manager Signature..... Date.....

APPROVED	DECLINED
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Name of applicant: _____

Area of Lifestyle Centre required: _____

Date required _____ Time _____ Duration (hours) _____

Is this a private function _____ Estimated number of people attending: _____

Will the applicant receive any financial gain from holding the function: _____

If "Yes" what is the anticipated financial benefit to the applicant _____

Any additional information that will be of benefit in the decision-making process:

To be completed by the Social Representative/General Manager:

Confirm availability of the venue _____

Deposit to be paid (if applicable) _____

Cost of advertising (if applicable) _____

Cost of Hiring the venue (if applicable) _____

Comments: _____

