



CHAIR HIRE BOOKING FORM

To be completed and returned to the Shire Offices with Payment

File No: _____

Record No: _____

HIRER'S DETAILS

Organisation:			
Contact Name:			
Postal Address:			
Phone:		Email Address:	
Preferred Contact Method:	<input type="checkbox"/> Telephone	<input type="checkbox"/> Email	<input type="checkbox"/> Post

BOOKING DETAILS

Date of Booking:	
Function Type:	
Function Times:	
Number of Chairs:	
Hire Fee \$1.70 per chair:	
Total payable:	

Please refer to the schedule of fees and charges [online](#).

There are approximately 140 chairs available. They are located at the Shire depot in Wyborn Street. The chairs need to be collected and returned by the hirer between Monday and Friday, 8.30am to 4.30pm. Please see our Customer Service Officers to make arrangements prior to pick up and return.

Signed: _____

Date: _____

OFFICE USE ONLY

Booking Number:			
Fee Paid:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Exempt
Fee Receipt Number:			
Application for Fee Waiver:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Copy emailed to appropriate Officer/s:	<input type="checkbox"/> CSO		