

# KING STREET ART CENTRE BOOKING FORM

Department of Culture and the Arts

Name of organisation:		
Contact person:		
Postal address:		
Contact phone/s:	Fax:	Mobile:
Email:		
Event name and description of activity:		
Date:		
Times of use, including set up and clear up:	Start Time:	Finish Time:
Room Required: Meeting Room 1	Meeting Room 2	Foyer
Number of people expected to attend: up to 50	50-200	
Estimated noise level: low	medium	high
Hire equipment required: TV/VCR	Projector	
Indemnification: upon acceptance of use the applicant holds the Department of Culture and Arts (DCA) indemnified against all claims (refer to usage guidelines for more information). Yes No		
Conditions of usage: Do you accept the conditions of usage in the attached Booking Guidelines document? Yes No		
Signature of applicant:	Date:	
Conditions of usage (to be completed by DCA approving officer)		
Approved by DCA: Yes No	Signature:	Print Name:
Please submit your completed form to either: <a href="mailto:kevin.mccabe@dca.wa.gov.au">kevin.mccabe@dca.wa.gov.au</a> or fax: Facilities Booking, 08 9224 7301 Post: Level 7 Law Chambers Building, 573 Hay St PERTH WA 6000.		
For enquiries please contact DCA on 9224 7451		
DETAILS FOR OUR INVOICE (if different from details given above)		
Company Name:	Contact Name:	
Postal Address:		
ABN:		

