



FREEBAIRN RECREATION CENTRE

www.kulin.wa.gov.au or find us on Facebook <https://www.facebook.com/freebairn.recreationcentre>

please e-mail bookings to reccentre@kulin.wa.gov.au

or Phone (08) 9880 1000

Venue Booking Form

Organisation: _____

Contact Name: _____ Phone: _____

Address: _____ Post Code: _____

E-mail: _____

Invoice Details: _____

Are you a member of the Freebairn Recreation Centre? Yes No

BOOKING DETAILS

Booking Type: Seminar/Conference/Event Wedding/Birthday/Anniversary Small Meeting/Community Group

Sporting Luncheon/Dinner Other (Please specify) _____

Day(s) and Time(s) Required: *(please include date and time if you need access to set up)*

Date: _____ From: _____ To: _____ Area/s: _____

Date: _____ From: _____ To: _____ Area/s: _____

Date: _____ From: _____ To: _____ Area/s: _____

Areas Required: Kath Room Phil Room Meeting Room Tennis/Golf Club Court Area

Bowling Green Oval Golf Course Tennis Courts Other _____

Number of People Attending:

Less than 15 16-40 41-60 61-100 101+

Equipment Required:

Type of Tables (Round or Rectangle) _____ Number of Tables _____ Number of Chairs _____

Projector & Screen (Charge per day) Whiteboard (*markers not supplied*) Audio Equipment (Charge per day)

Lectern IT help (charged per hour)

Tablecloths [*(\$5 hire charge includes cleaning, \$30 replacement for damaged tablecloths) (round tablecloths only)*]

Number Required: _____

Dance Floor (*Hire charge \$50*) Carpet Laid in Court Area (*hire fee applies*)

Other _____

Layout/ Seating:

User to Set Up FRC to set up tables with Tablecloths and Cutlery etc (*charge per day*)

Please specify layout - Dinner Function Classroom U Shape/ Seminar Other _____



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DECLARATION

I/We hereby make application for the use of the Freebairn Recreation Centre's facilities and service and will not hold liable the Freebairn Recreation Centre, Shire of Kulin and its agent or employees for any personal injury or loss of property.

I/We have read and understood the above regulations and the Conditions of Use and Hire and agree to uphold them for as long as the term of this agreement.

Name: _____ Signature: _____

Date: _____

Please return the completed form to:

FREEBAIRN RECREATION CENTRE

PO Box 125, Kulin WA 6365

Fax: (08) 9880 2000

Email: reccentre@kulin.wa.gov.au

If you have any questions or need any further assistance, please contact the Freebairn Recreation Manager on: (08) 9880 1000 or reccentre@kulin.wa.gov.au

FOR OFFICE USE ONLY

- Details Complete
- Availability Checked and booked – (electronic & paper)
- Confirmation e-mail sent.
- Member of the FRC YES/NO
- Debtor Voucher Created & sent