

## VENUE HIRE ORDER

### FOR PREMISES LOCATED

Level 1, Suite 201, The Vault, 92-98 Harbour Drive  
COFFS HARBOUR

<b>Organisation:</b>			
<b>ABN:</b>			
<b>Address:</b>			
<b>Contact Person &amp; designation:</b> (eg. Manager)			
<b>Contact Phone:</b>		<b>Contact Email:</b>	
<b>Invoice: 'Attention To':</b>			
<b>Invoice Address:</b> (If different from above)			
<b>Agreed Price:</b>		<b>Agreed Deposit:</b>	
<b>Event Title:</b>			
<b>Event Date(s):</b>			
<b>Type of Room Required:</b>			
<b>No. of Participants:</b>			
<b>Event Description:</b>			
<b>Presenter/Coordinator:</b>	<b>Name:</b>	<b>Mobile:</b>	
<b>Account Authority and Acceptance of Terms and Conditions:</b>  <b>Please Note:</b> A copy of your Certificate of Currency for Public Liability must be attached to this agreement	I hereby acknowledge that the cost of this event will be raised as an account against the person/organisation listed above. I agree that the invoice for the cost of this event will be paid by the due date. I confirm that the account postal details are correct and that any necessary arrangements in order for this account to be paid (such as an order number or the approval of a committee or responsible officer) have been met. I hereby agree to the Terms and Conditions of Venue Hire as set down by Coffs Coast Community College.		
	<b>Name:</b>		<b>Date:</b>
	<b>Signature:</b>		
	<b>Certificate of Currency for Public Liability attached?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No

<i>Original</i> 14/05/08	<i>V 5</i> 11/07/13	<i>V 6</i> 10/07/13	<i>V 7</i> Jan 14	<i>V 8</i> May 14	<i>V 9</i> 10/12/14	<i>V 10</i> Jan 15	<i>V 11</i> 21/10/16	<i>V 12</i> Date 12/12/18	<i>V 13</i> Date 24/02/2020	<i>V 14</i> Date 29.1.2021	<i>V 15</i> Date 1/11/2021	<i>V 16</i> Date 8/3/2022
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