

# Private Room Hire Enquiry Form

Version 1.4-20200826



There are a number of unique meeting spaces available at Maitland Gaol for your next training day, meeting or brainstorming session. Please complete this form with all information that is currently known and update the Maitland Gaol Administration Office as soon as additional information becomes known to ensure we meet your needs and the function runs smoothly. Once this form is received, a Booking Confirmation will be forwarded with the information shown here, together with the fees and charges assessed for the function. To confirm the booking, the hiring agreement must be signed and returned, together with the required deposit.

The staff of Maitland Gaol look forward to hosting your activity.

## HIRER'S DETAILS:

Name: \_\_\_\_\_  
Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Town: \_\_\_\_\_ Postcode: \_\_\_\_\_  
Contact Name: Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_

## ROOM HIRE DETAILS:

Date(s): \_\_\_\_\_

## Room being hired:

- Meeting Room       Chapel Meeting Room       Auditorium  
 Reading Room       Chapel Breakout Room

Purpose: \_\_\_\_\_

Time: Start: \_\_\_\_\_ Finish: \_\_\_\_\_ (includes set up and pack down requirements)

No of Guests: \_\_\_\_\_

## Room requirements:

- Water and glasses       Fixed AV (avail. in Auditorium & Meeting Room)  
 Wrapped mints       Screen / Portable AV (avail. in Chapel & Reading Room)  
 Tea and coffee station (Extra cost)       Presentation requires audio and/or video  
 Whiteboard (Hirer to provide markers)       Flipchart (Hirer to provide paper and markers)  
 Other: \_\_\_\_\_  
 Room set up style: (Theatre, U shape etc.) \_\_\_\_\_

Please see over for further information and Declaration

**Maitland Gaol**  
6-18 John Street (PO Box 249)  
East Maitland NSW 2323

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Maitland Gaol is a business unit of Maitland City Council

**EXTERNAL SERVICES:** Catering for morning, afternoon tea and lunch can be quoted for upon request or you are welcome to arrange catering independently.

Caterers:  Yes  No

Name: \_\_\_\_\_ Phone Contact: \_\_\_\_\_

Other:

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**GAOL SUPPLIED ADDITIONAL FUNCTION SERVICES:**

Gaol Tour:  Yes  No

Type: \_\_\_\_\_ Time: \_\_\_\_\_

**SPECIAL REQUESTS:**

Details:

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**HOW DID YOU HEAR ABOUT MAITLAND GAOL?:**

Method: \_\_\_\_\_ (Select from dropdown list)

**PAYMENT METHOD:**

Please indicate your proposed method of payment for this activity.

Card (Mastercard, Visa)  Bank Transfer  Other

**DECLARATION:**

I have read, understand and have agreed to comply with all the Conditions and Requirements of Hiring of Maitland Gaol (or part thereof) including any additional conditions. I understand by signing this enquiry that I am responsible for adhering to and ensuring all attendees adhere to the said terms and conditions and that I am responsible for the event/function in its entirety.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_