



HIRING OF FACILITIES

APPLICATION FOR QUOTATION

This form is used to reserve the date of a function.
It must be send in as early as possible to ensure that the date is reserved.

Details Of Hirer

Name of applicant: _____
Tel: (c) _____ / _____
E-Mail address: _____
Home Address: _____
Postal Code: _____
Member: Yes No

Purpose of the Function | Occation

Type of function: _____
Date: _____
Function starts: _____ Function ends: _____
Choice of venue: Annex Church Chapel Hall, Coffee Urn & Equipment
 Kitchen & Equipment Children's Chapel & Equipment On the stoep
 Children's Chapel, Alpha, Omega & Equipment Upper Hall

Personnel Required

Preparation time before the function: _____
Cleaning after function with help: Yes No
Additional Security e.g. for vehicles: Yes No
Are you going to use multimedia? Yes No

TECHNICAL NEEDS LIST

Name of Function: _____

Date: _____ Time: _____ Date of Reception: _____

Venues to be used: _____

Sound

Microphone that can be used: _____

Instruments that can be used: _____

Sound Person: Yes No

Any other needs: _____

Multimedia

Video that must be played: _____

Photos that must be shown: _____

Multimedia Person: Yes No

Any other needs: _____

Lighting

What are the needs concerning lighting: _____

Any other needs: _____

VENUE LAYOUT

Item	Choice	Quantity/ Description
Number of Tables (6 man or 8 man):	<input type="checkbox"/>	_____
Tablecloths:	<input type="checkbox"/>	_____
Tablecloths Colour:		_____
Overlays:	<input type="checkbox"/>	_____
Overlays Colour:		_____
Chairs:	<input type="checkbox"/>	_____
Chair Covers:	<input type="checkbox"/>	_____

Sketch If you have a sketch available please please upload

NECESSARY ITEMS

Item	Choice	Quantity
Cup, Saucer & Teaspoon	<input type="checkbox"/>	_____
Small Plate (ceramic/glazed)	<input type="checkbox"/>	_____
Large Plate (ceramic/glazed)	<input type="checkbox"/>	_____
Dessert Bowl (ceramic/glazed)	<input type="checkbox"/>	_____
Knife, Fork & Dessert Spoon	<input type="checkbox"/>	_____
Cake Fork/Tart Fork (metal)	<input type="checkbox"/>	_____
Serving Spoon (metal alloy)	<input type="checkbox"/>	_____
Sugar Pot (stainless steel)	<input type="checkbox"/>	_____
Sugar Pot (ceramic/glazed)	<input type="checkbox"/>	_____
Milk Jug (stainless steel)	<input type="checkbox"/>	_____
Milk Jug (ceramic/glazed)	<input type="checkbox"/>	_____
Large Teapot (stainless steel)	<input type="checkbox"/>	_____
Small Teapot (stainless steel)	<input type="checkbox"/>	_____
Water Jug (glass)	<input type="checkbox"/>	_____
Water Glass/Cold Drink Glass	<input type="checkbox"/>	_____
Salad Bowl (glass)	<input type="checkbox"/>	_____
Glass Bowl (rectangular pyrex)	<input type="checkbox"/>	_____
Urn (large, stainless steel)	<input type="checkbox"/>	_____
Urn (small, stainless steel)	<input type="checkbox"/>	_____
Pizza Plate (glass)	<input type="checkbox"/>	_____
Tablecloth (only for use in the church hall)	<input type="checkbox"/>	_____
Coloured Decorative Squares - Overlays	<input type="checkbox"/>	_____