

Numala Forest Retreat Venue Hire Application Form

Applicant Information					
Full Name:					
Date of birth:		Email:		Mobile:	
Current address:					
Suburb:		State:		Postcode:	
Name of Organisation (if different from above)					
Organisation address:					
Suburb:		State:		Postcode:	
Email address:		Phone Number:			
Booking details					
Date(s) venue (room) is required:					
Purpose of room hire:					
Room access time:		Finish access time:		Total access time:	
Start time of event:		Finish time of event:		Total event time:	
Expected number of delegates/guests:					
Emergency Contact					
Name of emergency contact person other than yourself:					
Address:					
Suburb:		State:		Postcode:	
				Mobile:	
Relationship:					
Room/Furniture Hire requirements					
Main Communal Area:		Carpet required:		Wooden flooring required:	
Consult room:		Therapy room 1:		Therapy room 2:	
Internal Furniture/Accessory requirements:					
Yoga mats:	Number:	Bolsters	Number:	Blankets:	Number:
Cushions:	Number:	Straps:	Number:	Outside chairs:	Number:
Outside Tables:	Number	Inside Tables:	Number		
Other Requirements					
Flip chart:					
Blue tooth speaker:					
Other:					
Refreshment Facilities					
If you require tea/coffee/water for your event, please indicate for how many people:				(See fee schedule)	
We are happy for you to use outside caterers for the event. If this is the case please complete the following:				Name:	
Caterers Name:		Contact details:		Delivery time:	
If you have any other requirements, please provide details:					
I have read and agree to the Terms and Conditions					
Signature of applicant:				Date:	
Signature for Numala Forest Retreat				Date:	