

# Venue Rental

Application Form



## PERSONAL INFORMATION

Name of Business, Group or Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Contact Number: \_\_\_\_\_

I acknowledge that WEDCO will use this email address for all communications.

## EVENT INFORMATION

Select the Appropriate Application Attachments:  Event Layout  Event Schedule  Visuals/Mock Ups

Event Title: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Dockyard Venue Requests:  North Lawn  Victualling Yard  Clocktower Parade

Other, Please Specify: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Set Up/Breakdown Dates(s): \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Event Set Up Start Time: \_\_\_\_\_ Event Pack up Complete by: \_\_\_\_\_

Number of Attendees Expected:  1 to 250  250 to 500  500 to 750  750 to 1,000

1,000 to 2,000  2,001 to 3,000  3,001 - 10,000  10,001+

Event Requirements:  Dockyard Tram Services  Landscaping  Electricity

Event Waste Management and Collection  Event Specific Parking  Water Access

I have read and understood the information document on **Venue Rentals Terms, Conditions and Pricing**.

Please Provide any Other Information Available or any Additional Requirements: