



HIRL

A Unique Venue in Sync with Nature
Hamilton Institute of Rural Learning
333 North Boundary Road Hamilton Vic 3300
Phone: 03 5572 3699 for enquiries
Website: www.hirl.org.au
Email: info@hirl.org.au

Invoice # _____

President: Terry Fitzgerald
Secretary: John Graham

Venue Rental Agreement

Name of Hirer.....

Contact Name.....

Address

Phone No. Mobile No.....

Email

Type of function/meeting

Rental Date

Duration of event. From To

Date of Booking

Rooms required:

Main Hall (approx. 80 people)

Bandicoot Room (approx. 60 people)

Lounge (approx 40 people)

When would you like to set up?

Extra needs: Number of chairs Number of tables

Projector\$30 Crockery\$30

Pizza Oven\$30 B-B-Q\$30

Payment Details

Bond (Refundable) Date paid

Hire amount Date paid

Bank Details – Direct Deposit

Hamilton Institute of Rural Learning

Westpac Bank

BSB 033 625

Acc no.204012

Reference: Please Use your Surname (Or Invoice #)

Invoice Number _ _ _ _

Your Bank Details for refund purposes

Acc Name:

BSB

Acc no.

No responsibility taken by H.I.R.L. for tenant's own goods and equipment.

Any damage to HIRL property must be paid by Hirer, see conditions attached.

Signed by Hirer Date

Signed by HIRL Representative

President: Terry Fitzgerald
Secretary: John Graham