Chocolate Factory Application Form

\*PLEASE NOTE THAT THE COMPLETION OF THIS FORM DOES NOT GUARANTEE HIRE OF THE CHOCOLATE FACOTRY \*

Once completed, please return to: centrespacegallery@gmail.com

with the subject title: ‘EVENT NAME: Application Form’.

DATE

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| **Name:** |
| **Organisation:** |
| **Please briefly describe your organisation (eg. Is it a charity / not for profit)**  |
| **Phone Number:** |
| **Email:** |
| **Address:** |
| **Website / Social Media:**  |
| **Requested Hire Date and Times (including set up and take down):** |
| **Please briefly describe your event:** |
| **Number of people expected:**  |
| **Will the event be ticketed?** |
| **Are you intending to sell alcohol?** |
| **Do you have public liability cover?** |

*Please note this form should be completed and returned four weeks before the event and the fee paid two weeks before the event.*

*We may take a week to respond to your request.*

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| **Permission Given:** |
| **Reason if no:** |
| **Agreed Rate:** |
| **Centrespace Member Overseeing Event:** |
| **Date of Invoice:** |
| **Fee Paid:** |

**CF Committee Use**