



Shire of East Pilbara

Newman Aquatic Centre Education Facility Booking Form 20/21



Shire of **EAST
Pilbara**
AUSTRALIA'S LARGEST SHIRE

Applicant Details:

Contact Name: _____

Name of Education Organisation: _____

Address: _____

Phone: _____ Email: _____

Event Details:

Type of Booking / Function: Carnival Event Party Event

Date of required booking: _____ Start time: _____ Finish time: _____

Number of people attending: Adults: _____ Children: _____ Under 5's _____ Total: _____

Will you be paying for all entries and leaving an attendance list at reception: Yes No

Additional Entry Fees will apply (please speak to our friendly staff for entry prices)

Facilities & Equipment Required:

Facility Hire	Price	Please tick	Equipment Hire	Price	Please tick
BBQ	FREE		Slide Inflatable	\$145 p/h	
Beach Volley Ball Court	FREE		Obstacle Inflatable	\$145 p/h	
Portable PA System Hire	\$50 per day		Inflatable Goals	\$50 p/h	
Trestle Table Hire	\$8 each		Podium Hire	\$8 per event	
School Swimming Carnival	\$435 per 6x lanes, per carnival entry not included.				

Equipment required: Start time: _____ Finish time: _____

OFFICE USE ONLY:		PAYMENT DETAILS:	
Date Received:	Booking Entered Into Synergy: Yes / No	Pay On the day	Invoice
Receiving Officer:	Booking Number:	Pre-paid amount: \$	
Pre-existing bookings checked - no conflict and staff notified: Yes / No		Total Amount on Day: \$	
BBQ Cleaned: Yes / No	Booking Entered Into Calendar: Yes / No	Extra Services Amount: \$	
COMMENTS:		INVOICE DETAILS:	
		Invoice Number:	
		GL Account:	

