

# HIRE OUR SPACE.

Please complete all sections in BLOCK LETTERS

## Contact Details

Name of Organisation (if applicable):

First Name:

Surname:

Postal Address:

Postcode:

Suburb:

Contact Number:

Email:

## Booking Details

Preferred Venue:  Cafe  Courtyard  Cafe & Courtyard

Date of Event:

Time required (excluding set up and clean up):

Event Description:

Number of people expected to attend:

Do you require catering?  YES  NO

## Payment

(Charges are GST inclusive and processed only after application has been reviewed and approved)

VISA  MASTERCARD

Credit Card Number:

Expiry Date: \_\_ / \_\_

CVV:

Cardholder Name:

Cardholder Signature:

Inchmeal is authorized to charge this credit card.

Please email completed form to [hello@inchmealcafe.com](mailto:hello@inchmealcafe.com). We will assess your application and get back to you within 14 days.

Signed:

Print Name:

Dated:

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### For Office use only

Booking approved

Date:

Confirmation email & Invoice sent

Date:

Full payment received

Date: