



RSL
Port Hedland
Sub Branch

Port Hedland RSL Sub-Branch Venue Hire Form

Pricing

Without bar - minimum 3-hour booking (Additional \$50 per hour)	\$150.00
With bar - minimum 3-hour booking (additional \$150 per hour)	\$450.00
Cleaning (determined by each booking)	\$200.00
Bond	\$250.00
Cancellation fee *Cancellation with less than 48 hours' notice will incur a fee of 50% of the total booking cost.	

1. Applicant Details

Name	
Organisation (if applicable)	
Phone Number	
Email Address	
Billing Address	

2. Booking Details

Event Name / Description	
Event Date	
Start Time	
End Time	
Expected Number of Attendees	
Will children and minors be attending? Please specify expected number.	Yes/No
Is this event open to the public?	Yes/No

3. Venue Requirements

Equipment Required

ABN: **95 986 254 530**
550 Hedditch Street, South Hedland 6722
rslexport@porthedland.com.au



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Tables (quantity)	
Chairs (quantity)	
Audio equipment – speaker, microphone	Yes/No
Visual equipment – TV for projection	Yes/No
Will you bring additional equipment? Please specify.	

4. Are you arranging catering? (Please provide supplier details) Yes / No

**Disclaimer: We have limited fridge space available for food storage. Catering must only be supplied by a registered food business with a Trading in public places. Please see list of approved suppliers.*

If yes, please provide details:

Additional requests or notes

By submitting this form and signing this document, you agree to the Port Hedland RSL Sub-Branch Terms and Conditions of hire.

I agree with the terms and conditions:

Name	
Signature	
Date	