



# STUDENT BOOKING FORM

WE ARE: UWA GUILD AFFILIATED CLUB ☐ GUILD DEPARTMENT ☐ COLLEGE ☐ OTHER ☐

GROUP NAME: \_\_\_\_\_

FOR VENUE HIRE PAYMENT, PLEASE PROVIDE THE FOLLOWING:

Guild Club bank account Number  
or Department Budget Code \_\_\_\_\_

Treasurer or Department Office Bearer \_\_\_\_\_

Event Manager \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Event Date      /      /      Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Type of event \_\_\_\_\_ Number of Guests \_\_\_\_\_

Do you require the kitchen to  
be open for the start of the  
event? YES/NO

Do you require a microphone? YES/NO

Do you require use of the  
projector and screen? YES/NO

Do you require DJ decks and  
or lights? YES/NO

By your assessment, would  
your event require security? YES/NO

Tavern hire covers the cost of maintenance to equipment, organisation and staffing costs for your event. The hire fee must be paid at least 3 days prior to your event via direct debit from your Guild Bank Account or Department Budget Code unless another arrangement has been made with the UWA Tavern Manager.

**I have read and agree to the UWA Tavern's Terms and conditions of hire.**

Name \_\_\_\_\_ Sign \_\_\_\_\_ Date      /      /