



*north bondi*  
SURF LIFE SAVING CLUB  
EST. 1906

# EVENT AUDIO VISUAL (AV) REQUIREMENTS FORM

**Please read venue hire terms and conditions of use before completing this form**

## Audio visual equipment

- The basic rate for hiring the venue includes limited use of permanently-installed audio visual equipment.
- Audio visual information or additional equipment may be requested directly through the Audio Visual Manager at [av@northbondisurfclub.com](mailto:av@northbondisurfclub.com) or on 0412 235 622.
- A \$250 fee will apply for audio visual equipment required in addition to the basic package.
- At least 24 hours' notice is required for booking audio visual equipment.

## Important Information

- It is recommended that a meeting be scheduled prior to the event to test the required AV setup
- If a computer is to be used during the event we will need to make sure the appropriate cables are available and that all software is compatible with our systems. Please DO NOT assume this.
- The hirer accepts responsibility for any equipment used during the event and will pay for any loss or damage to that equipment prior to any deposits or bonds being refunded.
- Any equipment required will be left at a pre-determined location on site after speaking with the AV Technician. All items must be returned to that location on completion of the event.

## 1. Contact Details

Name of contact for the AV setup

Title

First Name

Last Name

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Contact Phone Number

Mobile Number

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Email Address

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## 2. Booking Details

Please indicate the room you request to use the AV in

- Level 2
- Ros Packer Room (Level 1)

## 3. Proposed AV Requirements

Please indicate the AV requirements for the event, i.e. media, use, number of participants, dates and times. You can attach more information to this application as a separate page if required.

Day of the Week

Date From

Date To

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Time From

Time To

Number attending the event

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What are the requirements? Please provide a brief description of your planned activities


## 4. Equipment Costings

Please note that all AV equipment is setup and managed by our technician. The \$250 AV upgrade fee is recommended if you require extensive AV and the technician will be on standby to assist throughout function.

### AV Equipment included in Room Hire

2 x Mobile Whiteboards & Markers
1 x Flip Chart Stand with Pad
2 x Cordless Microphones
1 x Ipod/Smart Phone Cable

### Extra AV Equipment if required

	Cost
Mobile Whiteboard	\$10
Flip Chart Stand with Pad (total of 6 available)	\$10
Laser Pointer	\$10
Wi-Fi	\$20
DVD Player	\$50
Lectern & Microphone	\$50
70' Samsun TV	\$100
Projector & Screen	\$100
AV Upgrade Fee	\$250 <sup>1</sup>

### Notes


## 5. Agreement

I, the undersigned, hereby make application for the hire of the equipment listed above. I undertake to accept and abide by the Terms and Conditions of Hire, which I have read and understood. I agree to reimburse North Bondi SLSC for any loss or damage to the equipment.

Signature of Applicant

Date

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