

# Palmwoods Memorial Hall Association Inc.

ABN 58 879 561 487  
 PO Box 180, Palmwoods QLD 4555  
 email: palmwoodshall@gmail.com    web: www.palmwoodshall.org.au    phone: 5478 9539

## REQUEST FOR QUOTATION

Please complete below and forward to [palmwoodshall@gmail.com](mailto:palmwoodshall@gmail.com) A hall representative will get back to you with a quote.

Name of Hirer: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Date/s Required: \_\_\_\_\_ Entry Time: \_\_\_\_\_ Exit Time: \_\_\_\_\_

Hire Purpose: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Will food and/or drink be served?      Yes / No      Commercial, private or NFP? \_\_\_\_\_

Do you have insurance cover?      Yes / No

✓	Area Required	
	Main Hall	
	Stage	
	Kitchen (incl. oven, double door fridge, dishwasher, microwave, pie warmer, freezer, toaster, urn)	
	Supper Room	
	Meeting Room	
	Kitchenette (incl. urn, double door fridge, freezer)	
	Foyer	
✓	Items Required	Qty
	Tables (seats 6 to 8 people – measure approx. 75cm x 185cm)	
	Table Cloths (incl. laundering)	
	Chair Covers (incl. laundering)	
	Crockery and Cutlery (150 place settings)	
	Wine Glasses	
	Fixed Line Microphone	
	Radio Microphone	
	Sound Equipment	
	Lighting Equipment	
	CD Player	
	Grand Piano	

Extra Add-Ons	
	Security Bond (refundable)
Early Set Up (day prior)	Time Required From:
Late Pack Up (day after)	Time Required To:
	Main Hall Cleaning
	Supper Room Cleaning
	Kitchen Cleaning