

First time customers(Individuals) please fill out the section below

Individual Full name	
ID number	
email	
physical address	
Billing address	

Existing Customers please fill out the section below

Company name	
Primary contact person	
telephone (W)	
telephone (C)	
email	

4. Please give a brief overview of the event

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5. Attendee numbers

Spectators	
Participants	
Crew/support staff	

6. Services requested as part of venue hire

Medical included in quote & dependent on event type, risk category.
 Security included in quote & dependent on event type, risk category.
 Waste management included in quote & dependent on event type, risk category.
 Cleaning included in quote & dependent on event type, risk category.

Musical instrument (specify)	
Music stands (specify amount)	
Orchestra chairs (specify amount)	
Choir benches (specify amount)	
Stage risers (amount and size/s)	
Special effects (haze etc)	
Safety officer	
Fencing	
Ablutions	
Tents/ non permanent structures	
Flowers	
AV/sound	
Parking(amount of bays)	
WIFI	
Ticketing system and staff	
Hospitality	
Accommodation	
Event management	
Medals / trophies	
Other	

7. Services supplied by event owner * all services not on the preferred suppliers list must be approved by CECO

Musical instrument (specify)	
Music stands (specify amount)	
Orchestra chairs (specify amount)	
Choir benches (specify amount)	
Stage risers (amount and size/s)	
Special effects (haze etc.)	
Fencing	
Ablutions	
Safety officer	
Catering	
Furniture	
Tents/ non permanent structures	

