

APPLICATION FORM FOR EXTERNAL GROUPS TO USE JSC FACILITIES

Name of Organisation or Group: _____

Address: _____

City: _____ State: _____ Postcode: _____

Telephone: _____ Mobile: _____

Fax: _____ Email: _____

Contact Person: First Name: _____ Family Name: _____

Address: _____

City: _____ State: _____ Postcode: _____

BH: Telephone: _____ AH Tel: _____ Mobile: _____

Email: _____

Type of Event: (.....) Retreat (.....) Spirituality Programme (.....) Other: _____

Title of Event: _____

Dates of the event : _____ **Total Number of people** _____

Day only Start Time: _____ End Time: _____

Evening only Start Time: _____ End Time: _____

Live-in TIME IN: _____ TIME OUT: _____

Meals Arrangement: Meals and teas will be required for the following: (Please tick)

_____ Breakfast, _____ Lunch, _____ Dinner, _____ AM Tea, _____ PM Tea

Do any members of your group have any Special Dietary Requirements? please tick (✓)

(.....) Vegetarian (.....) Vegan (.....) Kosher (.....) Hallal

(.....) Low Salt (.....) Low Cholesterol (.....) Gluten Free (.....) Other: _____

Do any members of your group have a disability or medical impairment? please tick (✓)

(.....) Hard of hearing (.....) Mobility Impairment (not able to use stairs) (.....) Visual Impairment

(.....) Other: Please specify: _____

Equipment Needs: (.....) Whiteboard (.....) Data Projector (.....) Overhead Projector

(.....) DVD Player (.....) Video Player (.....) CD Player (.....) Other: _____

Privacy Statement: The Janssen Spirituality Centre (JSC) is committed to ensuring the privacy of all information it collects. Personal information collected by JSC will only be used for administrative purposes and the planning of programmes, including but not limited to statistical information. To assist us in the marketing and planning of programmes, personnel information collected by the JSC will only be disclosed to third parties with the written consent of the person concerned, unless otherwise required by law.

Signature of Contact Person

Date: _____

OFFICE USE ONLY: Date Application Received: _____/_____/_____

Date Application (....) Approved (...) Not Approved _____/_____/_____ by _____

Date Applicant informed of decision _____/_____/_____ by _____