



Community Space Expression of interest



Name of organisation _____

Contact address _____

Contact telephone _____

Contact person _____

Email address _____

Type of organisation (Please provide a brief outline of your role in the community)

How do you propose to use the Volunteer for Knox Westfield site?

What signage do you propose to use? (Please give full details including size, format – include photo if possible)

Do you require any of the following equipment supplied by Volunteer for Knox?

Number of trestle tables (1 or 2) _____

Number of chairs (up to 14) _____

Do you require the data projector? Yes No

Will you be bringing any other equipment to the site? (Give full details including size and dimensions)

What are your preferred date/s and time/s of occupation?

By signing this form I acknowledge: (please tick)

- All displays, furniture and activities will be kept on the grassed areas at all times.
- No display over 1400mm tall will be located at the front of the space.
- No posters or displays will be attached to the walls.
- There will be no over zealous soliciting, spruiking or loud music on site.
- The space will be left clean and tidy after our session with furniture and brochure stands put back where they were when we arrived.
- All rubbish will be removed from the space at the end of our session.

Please list the names and contact details of those who will be in attendance at the space during session.

Contact name _____

Contact name _____

Contact mobile _____

Contact mobile _____

Email _____

Email _____

Contact name _____

Contact name _____

Contact mobile _____

Contact mobile _____

Email _____

Email _____

All parties in attendance at the space are required to sign below to acknowledge they understand the terms and conditions outlined above.

Signature _____

Name _____

Signature _____

Name _____

Signature _____

Name _____

Signature _____

Name _____

On completion of this form please return to Volunteer for Knox.

V4K Office Use Only

Date received ____ / ____ / ____

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