

APPLICATION FOR HIRING PREMISES/FACILITIES

Name of contact person(s):

Organisation / group:

Address:

Phone No: Fax No: Mobile:

E-mail address: Preferred mode of contact: Phone Mobile Text Email

Nature of activity one-off event Description:

Start date: Finish date:

Start time: Finish time:

What sort of facilities do you need?

For the hire of the room **ONLY** –
no facilities provided
\$60 per day
\$30 for ½ day
\$15 for weekly bookings (Parent & Staff only)
up to 3 hours

For the hire of the room with **any** of the following provided
Whiteboard
Urn/kettle
Cups
\$120 per day & \$60 for ½ day

Hall Hire is \$150 per day or part thereof.

A security deposit of \$500 is required for Hall booking.

If Facility Fee is waived a \$10 Insurance Levy will be charged.

Size/Number of rooms required: Number of attendees:

All fees for bookings must be paid in advance of the event, including \$20 deposit for key.

I have read and accept conditions in document 'RISK MANAGEMENT – HIRE OF PREMISES/FACILITIES Yes No

Signature: Date:

Please note that all school events will take priority and we will endeavour to notify you of these when you make your booking, however please be aware that changes to bookings may be unavoidable. Please allow 7 working days for confirmation.

Office Use Only

Application Approved by: (Signature required) Principal Site Manager

Room/s allocated: Key/s allocated? Yes No Key/s returned? Yes No

Special instructions:

Fee to be paid: \$ Paid? Yes No Key deposit to be paid: \$20 Paid? Yes No

Booking entered on Gmail Calendar: Yes No Notify: Site Manager Yes No Finance Yes No

Official confirmation of booking supplied by: (name) by Text message Fax

Email (Note: Non-return of the key incurs an additional cost of \$100.00)

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|---|---------------------------------------|
| <u>Insurance cover</u> – Certification of currency attached | <u>No Cover</u> – purpose of activity |
|---|---------------------------------------|