

VENUE HIRE APPLICATION FORM



SUNSHINE COAST
GRAMMAR SCHOOL

1. APPLICANT DETAILS

Name of Hirer/Company			
Street or Postal Address			
	Suburb	State	Postcode
Phone Number	Business	A/H	Mobile
Email Address			Fax
Main contact person on the day			Their Mobile No
Do you have Public Liability Insurance?	<input type="checkbox"/> Yes	If yes, please provide a copy with this application.	
	<input type="checkbox"/> No	If no, you will need to obtain Public Liability Insurance prior to using our facilities.	

2. BOOKING DETAILS

Facility/Venue to be hired	<input type="checkbox"/> Grammar Hall	<input type="checkbox"/> Grammar Function Centre	<input type="checkbox"/> Lecture Theatre
	<input type="checkbox"/> Other (please specify):		
Booking/Event Name			
Hire Date/s and Times	Day/s & Dates:		
	Access Time:	Event Start:	Event Finish:
			Exit Time:
Purpose for Use			
Anticipated Attendees	Children	Adults	Parents
			Staff
Is approval sought for the supply and consumption of alcohol at the facilities during the hire period? <input type="checkbox"/> No <input type="checkbox"/> Yes* (*If yes, you will need to complete an Alcohol Approval Form)			
Is approval sought for fundraising at this event? <input type="checkbox"/> No <input type="checkbox"/> Yes* (*If yes, you will need to complete a Fundraising Form)		Will raffle tickets be sold at this event? <input type="checkbox"/> No <input type="checkbox"/> Yes* (*If yes, you will need to complete a 'Games of Skill and Chance' Form)	

3. EQUIPMENT REQUIREMENTS

Will you require access to equipment for your event? If yes, please select from the items available below. Use of AV equipment will require assistance from an IT Technician and an additional fee may be charged depending on your requirements.

<input type="checkbox"/> Please tick this box if you do not require equipment.	<input type="checkbox"/> TV – AppleTV (Function Centre) (POA)	<input type="checkbox"/> Shade Tents (POA)	Qty:
	<input type="checkbox"/> Laptop	<input type="checkbox"/> Trestle Tables (POA)	Qty:
	<input type="checkbox"/> Standard Whiteboard (N/C)	<input type="checkbox"/> Chairs (POA)	Qty:
	<input type="checkbox"/> AV Equipment (lectern/microphone/sound)		
	<input type="checkbox"/> Other (please specify):		

4. ACCEPTANCE OF TERMS AND CONDITIONS OF HIRE

I have read and accept the terms and conditions as outlined in the 'Conditions of Hire'.

5. APPLICANT APPROVAL

Name of applicant:			
Signed for and on behalf of the hirer:		Date:	

OFFICE USE ONLY

Date Received:	Notes		
<input type="checkbox"/> APPLICATION APPROVED*	<input type="checkbox"/> APPLICATION DECLINED	DATE:	
*Subject to the terms and conditions outlined in the attached 'Conditions of Hire'			
Notified Departments:	<input type="checkbox"/> Facilities Manager	<input type="checkbox"/> Caretaker	<input type="checkbox"/> WH&S Coordinator
	<input type="checkbox"/> IT Manager	<input type="checkbox"/> Business Office	
Venue available:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Venue booked:	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Added to cleaning schedule:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Venue Hire Fee:	\$	Cleaning Fee	\$
		Security Fee:	\$
		TOTAL	\$