|  |  |
| --- | --- |
|  | Facilities Hire Application |

*College buildings and facilities are provided primarily for College activities. However subject to venue availability community groups and external providers may hire some facilities on a limited basis. The College reserves the right to refuse to hire any or all of its facilities and also to cancel a hire agreement when the facility is required for a College activity.*

**(Completion of this application does not guarantee your application will be approved)**

# Applicant information

|  |  |
| --- | --- |
| Organisation: |  |
| Contact Name: |  |
| Postal Address: |  |
| Email: |  |
| Contact phone number(s): |  |

# Event Details

|  |  |  |  |
| --- | --- | --- | --- |
| Name of event: |  | | |
| Type of event: | HotHouse event: Choose an item. | | |
| Venue required: | Choose an item. | | |
| Date required: | Click here to enter a date. If more than a few dates please add to end of document. | | |
| Charges: | Will there be a charge to register to attend this event: Choose an item. | | |
| Event start time: |  | Event finish time: |  |
| Access required from: |  | Access required until: |  |
| Number of guests: |  | Numbers of cars: |  |
| Wheelchair access: | Choose an item. | Acrod Parking Bay/s | Choose an item. |
| Delivery access: | Choose an item. | Re-occurring booking: | Choose an item. |
| Will there be alcohol | Choose an item. | Alcohol | Choose an item. |
| Self-Catering | Choose an item. | Catering Company: |  |

# Equipment Required

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Trestle tables: | Choose an item. | | Quantity: |  | |
| Student desks: | Choose an item. | | Quantity: |  | |
| Chairs: | Choose an item. | | Quantity: |  | |
| Urns: | Choose an item. | | Quantity: |  | |
| Whiteboard: | Choose an item. | | Quantity: |  | |
| Sound System: | Choose an item. | | Details: |  | |
| Data Projection: | Choose an item. | | Must supply own laptop: |  | |
| Microphone: | Choose an item. | | Type & Quantity: |  | |
| TV: |  | | Barbecue/s: | Choose an item.  *Are to be left clean and not to be stored indoors on carpet.* | |
| Purpose: | Choose an item. | |
| Lectern: | Choose an item. | | Signage Boards: | Choose an item. | |
| External Assistance: | |  | | |
| Other information: | |  | | |

# Indoor Sports Centre Equipment

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Number of courts | Choose an item. | | | |
| Type of sport: |  | | | |
| Basketball Hoops | Choose an item. | Netball Poles | Choose an item. |
| Volleyball Nets | Choose an item. | Badminton Nets | Choose an item. |
| Tennis Nets |  | Other Information |  |

# Acceptance of Agreement

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| If the above booking is approved, I hereby understand and agree to comply in all respects with College’s Conditions of Hire   |  |  | | --- | --- | | Signature: |  | | Date: | Click here to enter a date. | |

# Office Use Only

|  |  |  |  |
| --- | --- | --- | --- |
| Date Received: | Click here to enter a date. | Applicant advised |  |
| Bond: |  | Time Tabler/Other |  |
| Hire Charge: |  | Com.Rel. Advised | Click here to enter a date. |
| Entered into FM | Click here to enter a date. | Booking # |  |
| Security Charges |  | Other |  |
| Cleaning Charge: |  | Caretaker advised |  |
| Total Cost: |  | Maintenance |  |
| Approval Date: |  | Grounds |  |

Principal Approval required for Sunday Bookings \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Choose an item.