

PAYNE ROAD STATE SCHOOL HIRE OF FACILITIES



Dear Hirer,

Please find attached;

1. An application form for completion and return with your deposit (if not already paid).
2. Special Conditions of Hire for perusal and retention.

NB: Tentative Booking is automatically cancelled if application is not completed the following are not received within two weeks. Copy of Certificate of Public Liability for \$20M, employees and volunteers and deposit.

Return completed application form to: bsm@payneroadss.eq.edu.au

Please indicate below charges for the booking (GST exclusive).

Hire of Hall for soft shoe sporting / fitness activities.	\$300.00 per day
Casual Weeknight Hire (minimum 2 hours)	\$ 30.00 per hour
Casual Weekend Hire	\$300.00 per day
Tennis Courts \$110 key security deposit plus	\$ 25.00 per hour
Cleaning	\$100.00
Refundable Security Fee	\$100.00 (GST FREE)
Caretaker fees for setting up & putting away of chairs	\$ 80.00

TOTAL AMOUNT TO BE CHARGED \$ _____

Should some aspect of hiring require further clarification, please submit a covering letter with your application.

Yours sincerely

Business Manager

bsm@payneroadss.eq.edu.au

**PAYNE ROAD STATE SCHOOL
HIRE APPLICATION FORM**

DATE REQUIRED	TIME OPEN	TIME CLOSE
1.		
2.		
3.		

Please give a description of your function; e.g. <i>Fitness</i> .

DESCRIPTION: _____

FUNCTION: _____

NOTE: All bookings require, this application form and a copy of the Certificate of Public Liability Insurance. Cancellation of booking may result in the security deposit or part thereof being forfeited.

NAME OF YOUR ORGANISATION: _____

TAX EXEMPTION / ABN NUMBER: _____

BANK ACCOUNT DETAILS; BSB _____ ACCOUNT _____

YOUR NAME: _____ YOUR PHONE CONTACT: _____

ADDRESS IN FULL: _____

POSTAL ADDRESS: _____

EMAIL ADDRESS: _____

Balance of hire charges must be finalised 14 days before the booking date. Bookings may be cancelled if this condition is not met.

ATTACHMENT A – Hall

NO ALCOHOL WITHOUT PRINCIPAL'S APPROVAL

Areas identified as high risk / expense of repairs in the event damage occurs

- o No shoes with sharp heels
- o Furniture is not to be dragged across the floor.
- o All doors must be secured at the end of the booking