

EVERTON PARK STATE HIGH 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 completed application form, copy of Certificate of Public Liability for \$20M and deposit are not received within two weeks.

Return completed application form and deposit of \$50.00 to:

Principal
Everton Park State High School
P O Box 33
Everton Park QLD 4053

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

Hire of Hall (including ceiling lights only) for performance or function.	\$250.00 per day
Hire of Hall (including canteen and ceiling lights only) for performance or function.	\$275.00 per day
Casual Weeknight Hire – Hall (minimum 2 hours)	\$ 30.00 per hour
Casual Weekend Hire - Hall	\$250.00 per day
Designated classroom	\$30.00 per hour
Tennis Courts \$100 key security deposit plus	\$30.00 per hour
Cleaning	\$ 50.00
Refundable Security Fee	\$100.00(GST FREE)
Sound Operator	\$ 50.00 per day
Lighting Operator	\$ 50.00 per day
Follow Spot Operator	\$ 50.00 per day
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 and \$50.00 holding deposit.

Yours sincerely

Helen Blakely-Hall

Business Manager

hblak21@eq.edu.au

EVERTON PARK STATE HIGH SCHOOL

APPLICATION FOR HIRE

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

Please give a description of your function; e.g. <i>End of Year dance school concert.</i>	
Stage to be used?	Yes / No
Use of stage with lights and or use of data projector? (If yes, you must employ our Lighting Operator Cost \$50.00 per day)	Yes / No
Use of sound system required? (If yes, you must employ our Sound Operator Cost \$50.00 per day)	Yes / No
Use of Follow Spot required? (If yes, you must employ our Follow Spot Operator Cost \$50.00 per day)	Yes / No

DESCRIPTION: _____

FUNCTION: _____

FURNITURE / EQUIPMENT REQUIRED: e.g 20 chairs _____

NOTE: All bookings require a \$50.00 deposit and should be returned with the security deposit of \$100.00, this application form and a copy of the Certificate of Public Liability Insurance or the tentative booking will be cancelled. 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.