

# 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.	\$200.00 per day
Hire of E Block Common Room.	\$200.00 per day
Hire of Hall (including canteen and ceiling lights only) for performance or function.	\$225.00 per day
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
Casual Weekend Hire (minimum 4 hours to maximum 5 hours or full day hire charges apply).	\$25.00 per hour
Casual Weeknight Hire (minimum 2 hours)	\$ 25.00 per hour
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 Service Manager

# 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 <i>Cost \$50.00 per day</i> )	Yes / No Yes / No
Use of sound system required? (If yes, you must employ our Sound Operator <i>Cost \$50.00 per day</i> )	Yes / No Yes / No
Use of Follow Spot required? (If yes, you must employ our Follow Spot Operator <i>Cost \$50.00 per day</i> )	Yes / No 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.

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

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: \_\_\_\_\_