



APPLICATION TO HIRE SCHOOL FACILITIES

Thank you for your enquiry. Please fill out this Application to Hire and return it to the school office.
Your booking is not secure until your application has been accepted and the Bond / Key deposit received.

HIRER DETAILS

Name/Organisation Name: _____
Address for Correspondence _____
Purpose of Organisation: _____
Activities to be conducted: _____

Hirer contact details No. 1

Hirer contact details No. 2

Name: _____	Name: _____
Title / Role: _____	Title / Role: _____
Address: _____	Address: _____
Ph: _____ Fax: _____	Ph: _____ Fax: _____
Email: _____	Email: _____

Requested Contract begin and end dates: _____ to _____ Casual /Permanent?
Requested Booking Day/s _____ Requested Booking Times: _____

REQUIREMENTS:	Yes or No and comments
Basic Hall (including lights and toilets)	
Chairs (including approximate number required)	
Tables (including approximate number required)	
Kitchen Area	
- will the Stove/Oven be required	
Will food or drink be taken onto the premises?	
Set-Up and Rehearsal times required	
Library Annex	
Courts / Oval	
Pool	

All fees are payable to Surfers Paradise State School in advance

All hirers must sign an agreement to hire and have the minimum required public liability insurance.

Statement: I hereby make application for the use of the Surfers Paradise State School facilities as stated above.

Name and Signature of person undertaking responsibility for this hire:

Name _____ Dated / /20