

FACILITY HIRE BOOKING FORM



CONTACT DETAILS

Organisation Name:	
Address for correspondence:	
Telephone:	
Email:	

FACILITIES REQUESTED

Performing Arts Centre (PAC)		Date:		Time:	
Dance Studio (D07)		Date:		Time:	
Stadium		Date:		Time:	
Senior School		Date:		Time:	
Music Room		Date:		Time:	
Classroom (please specify room number)		Date:		Time:	
Hire Amount:		Bond \$300.00		Total Amount:	

Notes / Further Information:

Keys are available from the General Office the day before booking (or the Friday before if your booking is on a weekend). Office hours are 8.15am – 4.00pm Monday to Friday. Keys must be returned the day after (or the Monday after if your booking is on a weekend).

PROOF OF PUBLIC LIABILITY AND PERSONAL ACCIDENT INSURANCE

(Please attach a copy of the policy)

Provider (Insurance Co):					
Type of Policy:					
Policy Number:					
Date of Validity:	From:		To:		

PROOF OF INCORPORATION

(Please attach a copy of the certificate)

Incorporated Name:	
Registration Number:	
Date of Certificate:	

SECURITY BOND REFUND DETAILS

Security Bonds paid by electronic transfer will be refunded to the nominated bank account below, within four weeks of your booking, providing the facility was left in a tidy manner.

Account Name:		Bank Name:	
BSB Number:		Account Number:	

Berwick College Council has agreed that you use its facilities as listed above. It is your undertaking to observe that the conditions of hire are observed.

Signed:

Dated:

Office Use Only

Keys Collected:		Date:		Initials:	
Invoice Number:		Date:		Initials:	
Keys Returned:		Date:		Initials:	
Bond refund number:		Date:		Initials:	

Notes:

HIRING OF BERWICK COLLEGE FACILITIES

Berwick College is the priority user group of the facilities outside of school hours. As such, the College will set its use of the facilities as follows:

- Semester 1 dates will be set by November 30th of the previous year.
- Semester 2 dates will be set by April 30th of the same year.

All hire groups need to be aware of these dates when making arrangements for their program. The College will endeavour to provide an alternative room for hire groups when the College requires the use of the facilities outside of school hours.

CASUAL HIRE COSTS

Facility	Hire cost per hour (including GST)
Performing Arts Centre (PAC)	\$55.00
Dance Studio (D07)	\$33.00
Senior School	\$55.00
Stadium (one court)	\$33.00
Stadium (two courts)	\$55.00
General Classroom	\$22.00

There is a \$300.00 bond for all hirers which will be refunded after use, provided all Conditions of Use are satisfactorily met. Bond and final payment must be paid before the date of hire.

It is important when completing the booking hire form that you indicate the exact times you require the facility, including any set up times.

PAC SPECIFIC ADDITIONAL CHARGES

Lighting of the Performing Arts Centre can be changed to suit your event. This needs to be organised by your company. Please remember the layout prior to any changes you make to enable you return the lights to the schools layout. Hirers are to supply their own 'lighting gels.' Lighting costs are \$75.00 per day excluding GST (\$82.50 per day including GST).

The kitchenette in the Performing Arts Centre can be hired for \$20.00 per day excluding GST (\$22.00 per day including GST). Please ensure all food is removed at the end of hire.

CLEANING CHECKLIST AFTER USE

Hirers are asked to please ensure the facilities are left in a neat and tidy manner by doing the following:

- Sweep floors of all areas used
- Mop up any spills made during your hire
- Vacuum
- Spot clean of toilets
- Empty bins and replace liner (refill liners are supplied in bottom of bin)
- Benches, sink, oven, microwave and fridge must be wiped clean if hiring the kitchenette in the PAC.

Please note that if the above basic housekeeping is not done a \$100.00 cleaning fee will be charged. Hirers are asked to please inform the College if the facility was not in a clean state before hire.