

**St Michael's Collegiate School**  
**VENUE HIRE REQUEST FORM**

<b>SECTION A – Details of Applicant/User</b>	
Organisation, Club or Society:	Name of Contact Person:
ABN:	Position:
Telephone Number:	Facsimile Number:
Email:	
Correspondence Address:	
Billing Address (if different):	
Name of Responsible Officer:	Name & Phone of Emergency Contact:
* The Responsible Officer must be 18 years or over and be in attendance throughout the event.	

<b>SECTION B – Details of Event</b>	
Name of Production/Event:	
Date/s of Production/Event:	
Event Start Time/s:	Event Finish Time/s:
* Please provide access times for each day of your booking. If there is insufficient space on this form, please attach a separate list.	
Type of Production/Event:	Expected Number of Persons Attending:
	*Venue capacity must not be exceeded.
Venue/s Required:	
Performing Arts Centre:	Linmor Hall:
Gymnasium:	Cananore:
Chapel:	Boarding House:
Classroom/s:	Other:
Ham Common:	Founders' Hall:
<i>Tennis Court/s (x4)</i>	<i>Cafe</i>
<i>Netball Court/s (x4)</i>	<i>Tennis Court (x 1)</i>
<i>Pavilion/Club House</i>	<i>Alkira:</i>
<i>Terrapin</i>	<i>Tennis Court (x 1)</i>
<i>Sports Fields</i>	<i>Sports Field</i>
<i>Cricket Nets</i>	<i>Grounds/BBQ</i>

Admission Charge (\$):	
Will Liquor be Served at the Event?	Will Liquor be Sold at the Event?
YES                      NO	YES                      NO
*Note: If Liquor will be sold you must obtain a Government of Tasmania Liquor Licence and forward a copy of the Licence to the School. The original must be clearly displayed during the event/production.	

<b>SECTION C – Seating, Staging and Equipment Requirements</b>
In order to ensure compliance with OH&S standards please provide details of any equipment/staging you intend to bring to the event:
Please indicate other equipment you require which may be supplied by the School (eg chairs, tables, tents etc) (additional fees may apply):

<b>SECTION D – Internet and Audio Visual Requirements *fees may apply</b>
Will internet access be required?
YES                      NO
If Yes, please provide details:
Will Audio Visual Equipment be required?
YES                      NO *
If Yes, please provide details:

<b>SECTION E – Additional Services</b>	
Cleaning	Depending on the day/time and other events that may follow on from your event, extra cleaning may be necessary and be undertaken at the hirer’s expense. You will be notified if this is the case.
Security	Additional security costs may be incurred for use of venues outside normal operating hours.
Venue Set Up with Extra Labour	Venues are booked on an ‘as is’ basis. Additional set up services are limited but can be provided if necessary for an additional fee.

### **SECTION F – Public Liability Insurance**

Hirers (other than current staff hiring for School events) must provide evidence of current Public Liability Insurance for an amount of not less than \$10 million. This evidence must be provided to the School before the Contract for Hire will be drawn up.

### **SECTION G – Definition of ‘Hirer’**

Internal: Any current member of staff of St Michael’s Collegiate School, the Collegiate Parents’ Association, the Collegiate Foundation, the Collegiate Board of Management.

External: Community organisations, Government departments, commercial entities.

Note: A Collegiate staff member associated with an external body as listed above, who organises a public event that is not formally conducted on behalf of the School is classified as an External Hirer.

### **SECTION H – Payment and Invoicing**

A quote for the hiring will be issued on receipt of this document.

### **SECTION I – Confirmation of Hire**

Upon receipt of this form, the Business Services Department will draw up the Contract for Hire and forward the documentation to the Hirer, together with an invoice to cover the hire fee, which is required to be paid in full prior to the function. Any other associated costs (ie catering, technician’s hire fees), will be billed after the event.

The returned, signed contract is the confirmation of the booking.

**Please return this completed form (with any attachments) to:**

**St Michael’s Collegiate School, Business Services**

**PO Box 215, SANDY BAY TAS 7006**

**Telephone: 03 6211 4902      Facsimile: 03 6211 4955**

**Email: [liz.andrews@collegiate.tas.edu.au](mailto:liz.andrews@collegiate.tas.edu.au)**

## Terms and Conditions

- ❖ The property is to be left in the manner it was found prior to the hiring.
- ❖ The user is responsible for costs of repair to any damages that might be incurred.
- ❖ The user is responsible for any insurance risks relative to the event.
- ❖ The user must produce evidence of Public Liability Insurance noting Collegiate's interests.
- ❖ The hirer is to comply with Workplace Health and Safety Legislation at all times.
- ❖ The hirer will be required to undergo and sign off on an induction process, including the completion of a Risk Management Form which will incorporate WH&S matters prior to using the facility.
- ❖ The user acknowledges that the School representatives have the right of entry at all times.
- ❖ Additional requests involved with the use other than on an as is where is basis, must be discussed prior to the date.
- ❖ No illegal activities or improper behaviour are permitted on the site, or its surrounds.
- ❖ Any security callouts involving staff or outside contractors will be at the user's expense. (\$75.00 per callout)
- ❖ Any other costs borne by the School as a result of the use to be payable by the user.