

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

SECTION A – Details of Applicant/User	
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.	

SECTION B – Details of Event	
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:
Classroom/s:	Boarding House:
Ham Common:	Other:
<i>Tennis Court/s (x4)</i>	Founders' Hall:
<i>Netball Court/s (x4)</i>	<i>Cafeteria</i>
<i>Pavilion/Club House</i>	<i>Music Room</i>
<i>Terrapin</i>	Alkira:
<i>Sports Fields</i>	<i>Tennis Court (x 1)</i>
<i>Cricket Nets</i>	<i>Sports Field</i>
Student Resource Centre:	<i>Grounds/BBQ</i>
<i>Cafeteria</i>	Chapel:

Admission Charge (\$):	
Will Catering be Required?:	
YES	NO
* If Yes, please complete a Catering Request Form.	
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 xxx at the School. The original must be clearly displayed during the event/production.	

SECTION C – Seating, Staging and Equipment Requirements
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):

SECTION D – Internet and Audio Visual Requirements *fees may apply	
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:	

SECTION E – Additional Services	
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.
Out of Hours Access	xxx

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.
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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: michelle.petrusma@collegiate.tas.edu.au