Hire Request Form

St Patrick’s Primary School
Hall Hire Form A

Details of Applicant

Name (organisation or individual): ______________________________________________________________________________________
Postal Address: ______________________________________________________________________________________________________
Contact Name: __________________________________________ Email: _________________________________________________________
Home Phone: ___________________ Bus Phone: ______________ Mobile: ______________ Facsimile: ______________________

Hire Details

Nature of Event: _______________________________________________________________________________________________________
Event Date: __________________________ Time From: ______________ Time To: ______________ Est. Number of People: ___________
Set Up Date: __________________________ Time From: ______________ Time To: ______________
Cleaning Service Required:  Yes  No  Time From: ______________ Time To: ______________
Entertainment Planned:  Music  Dancing  Speeches  Band
Catering Arrangements:  Outside Caterer  n-house catering
AV Requirements: _______________________________________________________________________________________________________

Areas to be used:  Kitchen  Stage  AV  Floor space

<table>
<thead>
<tr>
<th>Equipment to be hired</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>AV Hire</td>
<td>$</td>
</tr>
<tr>
<td>Chairs</td>
<td>$</td>
</tr>
<tr>
<td>Kitchen</td>
<td>$</td>
</tr>
<tr>
<td>Cleaning Fee</td>
<td>$</td>
</tr>
<tr>
<td>Hire Charge</td>
<td>$</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$</td>
</tr>
</tbody>
</table>

Bond – refundable $  Deposit $  TOTAL $  

Payment enclosed (see ‘Conditions of Hire’ for current rates)
Cheques should be made payable to insert name here and full payment must be received by insert name here no later than 10 business days prior to the event.

Office Use Only

Total payment due $_______
Less deposit paid $200.00
Balance payable $_______
Bond refunded __/__/____

Declaration: I have read the “Conditions of Hall Hire” and agree to be bound by them. I am over 25 years of age. (Proof of age may be required.)
I agree to arrange any Liquor Permits as required.

Signed: __________________________________________ Date: ________________________________

Full Name: __________________________________________ Title (if applicable): __________________________

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Current at 2013
Form B
Approval

<table>
<thead>
<tr>
<th>OFFICIAL USE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forms Returned:</td>
</tr>
<tr>
<td>Total Amount Due:</td>
</tr>
<tr>
<td>$</td>
</tr>
<tr>
<td>Date Received</td>
</tr>
<tr>
<td>Amount</td>
</tr>
<tr>
<td>Receipt No</td>
</tr>
<tr>
<td>Date to Business Manager</td>
</tr>
</tbody>
</table>

Copy of Certificate of Currency: .........................

Confirmation Sent: ___________________ Alarm Code: ___________ Keys Collected: ___________ Keys Returned: ___________

Special Conditions: ____________________________

Inspection:  
- [ ] Pass  
- [ ] Fail (see inspection sheet)  
Refund/Invoice Amount: ___________________________

Business Manager Advised: _______________________

Approval
- [ ] Approved  
- [ ] Not approved

Signed: __________________________________________

Principal, *St Patrick’s Primary School Griffith*