

**APPLICATION TO HIRE  
GROVELY STATE SCHOOL HALL**

**PHONE: 3354 6333 (between 8am and 3.30pm)**

Thank you for your enquiry. Please fill out this Application to Hire and return it to the School Office. If your application is accepted, a Formal Agreement, Conditions of Hire & Charges will be emailed to you. Your booking is not secure until the signed Formal Agreement has been received.

**HIRER DETAIL**

Name/Organisation Name: \_\_\_\_\_

Address for Correspondence \_\_\_\_\_

Purpose of Organisation: \_\_\_\_\_

Activities to be conducted in the Hall: \_\_\_\_\_

**HIRER CONTACT DETAILS: CONTACT NO.1**

**CONTACT NO.2**

|                |                |
|----------------|----------------|
| Name: _____    | Name: _____    |
| Role: _____    | Role: _____    |
| Address: _____ | Address: _____ |
| Ph: _____      | Ph: _____      |
| Email: _____   | Email: _____   |

Requested Contract begin and end dates: \_\_\_\_\_ to \_\_\_\_\_

Requested Booking Day/s \_\_\_\_\_ Requested Booking Times: \_\_\_\_\_

| <b>REQUIREMENTS:</b>                                    | <b>Comments</b> |
|---|-----------------|
| Basic Hall (including lights and toilets)               |                 |
| Chairs (including approximate number required)          |                 |
| Tables (including approximate number required)          |                 |
| Stage   |                 |
| Kitchen Area  |                 |
| Will food or drink be taken onto the premises?          |                 |
| Sound/Lighting (for Professional use only)              |                 |
| Set-Up and Rehearsal times required (please state time) |                 |

**FEES:** Casual hire - \$45.45 (ex GST) per hour – includes hall clean

All fees are payable upon invoice

**All hirers must sign a lease or hire agreement and have the required public liability insurance.**

**Statement:** I hereby make application for the use of the Grovely State School Hall as stated above.

**Name and Signature of person undertaking responsibility for this hire:**

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_