



CALOUNDRA CITY PRIVATE SCHOOL (CCPS) CONTRACTOR/VENUE HIRE APPLICATION

1. Applicant Details					
The person completing this form, and whose signature appears on the form, must be over 18 years of age.					
Organisation / Company					
Booking Contact Person					
Postal Address	Suburb		State	Postcode	
Phone	Mobile		Fax		
Email Address	Website				
Hire Category Please select one category only	<input type="checkbox"/> School / Government / Church				
	<input type="checkbox"/> Not for Profit (If selected), are you incorporated? YES <input type="checkbox"/> NO <input type="checkbox"/>				
	<input type="checkbox"/> Regular Hirer				
	<input type="checkbox"/> Private				
	<input type="checkbox"/> Commercial (provide ABN) ABN Number:				
Public Liability Insurance Must be provided by the applicant. Further information is available from the Venue Officer.	CCPS encourages all users/hires to obtain and discuss with their Insurance Broker appropriate Insurance coverage for the purpose of the hire activity. Unless otherwise specified the hirer shall take out and keep current a Broadform Public / Products Liability Insurance Policy, which will be for an amount not less than twenty million dollars (\$20,000,000). Proof of this policy must be by way of a Certificate of Currency which must be provided to the Venue Officer with this application form.				
2. Booking Details					
Facility/Venue to be hired	<input type="checkbox"/> Raelene Boyle Hall				
	<input type="checkbox"/> School Oval				
	<input type="checkbox"/> Raelene Boyle Hall Classroom				
	<input type="checkbox"/> Raelene Boyle Hall Stage only				
	<input type="checkbox"/> DEM Library				
	<input type="checkbox"/> School Classroom				
	<input type="checkbox"/> Other				
Description of Booking <i>Please attach details of the company and promotional materials if applicable</i>					
Hire Date and Time Please note: Booking times must be in 15 minute increments. Your exit time can be no later than 10pm.	Date:	Access Time:		Event Start:	
		Event Finish:		Exit Time:	
Multi Day events	If you plan to run you event over multiple days, please provide details of the dates and any varying times:				
Anticipated Attendees	No. of people:	(0-12yrs):	(13-18):	Adults:	Seniors:



How did you hear about our venue? Online Search <input type="checkbox"/> Word of Mouth <input type="checkbox"/> Previously visited <input type="checkbox"/> Other <input type="checkbox"/>	
3. Staff Member Details	
Details of staff who will be on site running the event	
Staff Member 1.	
Name	
Qualification/Experience	
Blue Card Number/ Exemption Number	(Please attach copy)
Staff Member 2.	
Name	
Qualification/Experience	
Blue Card Number/ Exemption Number	(Please attach copy)
Staff Member 3.	
Name	
Qualification/Experience	
Blue Card Number/ Exemption Number	(Please attach copy)
4. Equipment Requirements	
Will you require access to equipment? If yes, please select from the items available below. Use of AV equipment will require assistance from an IT Technician and an additional fee will be charged depending on your requirements.	
<input type="checkbox"/> Please tick this box if you do not require equipment.	<input type="checkbox"/> Laptop
	<input type="checkbox"/> Standard Whiteboard
	<input type="checkbox"/> AV Equipment (lectern/microphone/sound/lighting)
	<input type="checkbox"/> Electrical Whiteboard
	<input type="checkbox"/>
5. Bond Return Details	
A bond of \$300 is required as security against loss, theft and damage to the building and/or any fittings or furniture within the building, and penalty cleaning charges. At the time of receiving your Tax Invoice for the Bond you will also receive a copy of our Bond Refund Information Sheet which provides information on the process of having your bond refunded after your event. There is a section on the form where you can nominate your preferred payment method for the refund (Credit Card or Bank Transfer) and supply the relevant details.	
6. External Catering	
CCPS does not have on site catering. It is the hirers responsibility to contact the caterer direct to organize their own catering. Note – No food or drink is to be taken into Sports Hall.	
<input type="checkbox"/> YES we are having catering at our event (self or professional)	
<input type="checkbox"/> NO we are not having catering at our event (self or professional)	
7. Alcohol and Security	
<input type="checkbox"/> There will be no alcohol at our event. The School is an alcohol free facility.	
Security	
CCPS requires licensed security guards present for any high risk events.	
8. Cleaning	
A cleaning fee may be applicable to events. The charges will depend on the number of attendees and/or the nature of the event.	
9. Declaration and signage by individual or on behalf of organization/company	
I declare that all information supplied in this application is true and correct and I am authorized to sign on behalf of the organization/company:	
Name	Position
Signature	Date



10. Checklist

Before returning your form, please ensure you complete the following checklist:

- Read and understand the Terms and Conditions of Hire
- Completed all sections of the Venue Hire Application form and signed the declaration
- Attached a copy of Public Liability Insurance Certificate of Currency.
- Attached a copy of Blue Card.

11. Submit

This Venue Hire Application form is to be completed in full and submitted to the Venue Hire Officer handling your booking prior to any advertising or promotion. Please email the completed form to admin@ccps.qld.edu.au

Casual Bookings – Once your Venue Hire Application has been submitted and processed, we will send you an Event Agreement which lists all the details of your booking/s; venue booked, date, time, cost, etc for final confirmation/approval and a 25% Deposit Invoice which, once paid, confirms the booking. If your Deposit payment is not received within 14 days, your tentative booking may be cancelled. You will be invoiced for the remaining balance of hire fees and bond approximately 14 days prior to your booking, this invoice must be paid in full to gain access to the venue.

Regular Bookings – Once your Venue Hire Application has been submitted and processed, you will be sent a Booking Schedule which lists all the details of your booking/s – venue booked, date, time, etc. for final confirmation/approval. You will also receive an invoice for your Bond which must be paid prior to the commencement of your bookings. You will be invoiced for venue hire at the end of each month for any hire fees incurred during that month.

**** Please note prices are subject to change ****

Privacy – CCPS will use any personal information provided for the intended purpose only and for remaining in contact with you. CCPS is authorised to collect this information in accordance with the *Local Government Act 2009* and other Local Government Acts. Your personal information is only accessed by persons authorised to do so. Your personal information is dealt with in accordance with council’s privacy policy.

12. Office Use Only

Date received:

Notes:

APPLICATION APPROVED APPLICATION DECLINED Date:

*Subject to the terms and conditions outlined in the attached 'Conditions of Hire'

Notified Departments	<input type="checkbox"/> Business Manager
	<input type="checkbox"/> Cleaning Department
	<input type="checkbox"/> IT Manager
Venue available:	YES <input type="checkbox"/> NO <input type="checkbox"/>
Venue booked:	YES <input type="checkbox"/> NO <input type="checkbox"/>
Added to cleaning schedule :	YES <input type="checkbox"/> NO <input type="checkbox"/>
Venue Hire Fee:	\$
Cleaning Fee:	\$
Security Fee:	\$
TOTAL	\$