

CENTENARY STATE HIGH SCHOOL
Facilities Hire Request



Please complete this form and returned to the Facilities Manager for consideration

ORGANISATION'S NAME: _____	
Contact Person: _____	
Contact No.: _____	
Email: _____	
Have you or your organisation previously hired a facility at Centenary SHS? <input type="checkbox"/> YES <input type="checkbox"/> NO	
FUNCTION TYPE: _____	
Function Date: _____	
Start and End Time: _____	
No. of Attendees: _____	
Do you currently have Public Liability Insurance of at least \$20 million? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Which Building/Facility are you interested in Hiring?	<input type="checkbox"/> CPAC <input type="checkbox"/> CPAC Canteen <input type="checkbox"/> General Classroom <input type="checkbox"/> Oval <input type="checkbox"/> Resource Centre <input type="checkbox"/> Specialist Classroom <input type="checkbox"/> Sports & Recreation Centre (SRC) <input type="checkbox"/> SRC Toilets <input type="checkbox"/> Other: _____ (Please stipulate)
Are you looking for a Permanent booking? <input type="checkbox"/> YES <input type="checkbox"/> NO	
If YES, what is the frequency of your booking request? <input type="checkbox"/> WEEKLY <input type="checkbox"/> FORTNIGHTLY <input type="checkbox"/> MONTHLY	
ADDITIONAL REQUIREMENTS - Do you require any of the following:	
Amenities: _____	
Kitchen Facilities: _____	
Tables / Chairs: _____	
Equipment: _____	
Other: _____	
ADDITIONAL INFORMATION which may assist your request:	
REFEREE:	Please provide a Referee from a previous Hire Arrangement. Enquiries will not be considered without a suitable Referee.
Name:	_____
Contact No.:	_____
Signature of Applicant:	Date: ___/___/___

Approval is at the discretion of the Facilities Manager