



CENTENARY STATE HIGH SCHOOL

Request to Hire a Facility

This form needs to be completed and returned to the Facilities Hire Manager for consideration.

Organization Name:	
Contact Person:	Full Name: _____ Contact Number: _____ Email: _____ Have you or the organization previously hired a facility at Centenary SHS? : <input type="checkbox"/> Yes <input type="checkbox"/> No
Hire Request : (As much detail as possible must be listed for the application to be considered)	
Function Details:	Function Type: _____ Date and time: _____ Attendance numbers: _____ <small>PLEASE NOTE: For large events you will be required to seek written approval from the local police; provide hired security & parking attendants, and pay a minimum of \$2,000 security bond.</small> Other information: _____
Building/Facility Request:	<input type="checkbox"/> CPAC <input type="checkbox"/> Sport & Rec Centre <input type="checkbox"/> Classroom <input type="checkbox"/> Oval <input type="checkbox"/> Other (please list) _____
Additional Requirements: (If sound is required clients are required to meet relevant local noise legislation)	Amenities: _____ Kitchen Facilities: _____ Tables/chairs: _____ Equipment: _____ Other: _____
Referee: (A referee must be listed for the application to be considered)	Name: _____ Contact number: _____
Signature:	
Date:	

APPROVAL

FACILITY HIRE MANAGER APPROVAL	Signature: _____ Date: _____
PRINCIPAL APPROVAL	Signature: _____ Date: _____