

Cleveland District State High School Venue Hire Enquiry



Venue

Paul Bancroft Centre

Capacity 2000 | retractable tiered seating | timber floor | stage | dressing rooms | stage lighting | audio visual system | ticket booth | big ass ceiling fans | toilets | carpark | disability access

No stiletto heels on timber floor

No food and drink allowed in venue – water only

Assembly Hall

Capacity 300-550 | 175 chairs | 12 tables | timber floor | stage | dressing rooms | toilets | bar area | kitchen | refrigerators | domestic stove | carpark | disability access

Hirers to provide their own PA and projection

Hirer Details

Name of Organisation

Contact for booking

Postal Address

Email address

Telephone

Mobile

Organisation's ABN

Is your organisation Not for Profit?

Yes

No

Is your organisation a community group?

Yes

No

Event Details

Event name

Start date

End date

Estimated attendance

Entertainment planned

AV requirements

Access required

Bump-in and set-up time

Rehearsals

Performance / Function

Pack down / Bump-out

Confirming your booking

In order to confirm your booking Cleveland District State High School will need to receive a copy of the *Hire Agreement - Department of Education and Training Premises (V2017)* signed by the Hirer and a copy of a current Public Liability Insurance certificate. When hiring school facilities, you must produce evidence of your public liability insurance which provides appropriate coverage of at least \$20 million to protect you in case of a claim against you for injury, death or damage or destruction of property.

Declaration

I am over 18 years of age and if the above booking is approved, I hereby understand and agree to comply in all respects with Cleveland District State High School's "Conditions of Hire" and the Community User Guidelines for hiring school facilities.

Signature (hirer)

Date

Name (please print)

Please return completed form to:

Cleveland District State High School, Facility Hire email: facilityhire@clevelanddistrictshs.eq.edu.au