



Cleveland District State High School Hire Request Form

PO Box 808
Cleveland Q 4163
Phone: (07) 3824 9222

Hirer Details

Name of Organisation

Contact for booking

Postal Address

Telephone Mobile Fax

Email address

Is your organisation Not for Profit ? Yes No

Is your organisation a community group ? Yes No

Organisation's ABN Incorporated Number

Event Details

Event Name

Nature of function Estimated attendance
eg. Fundraiser, Meeting, Market

Entertainment Planned Music Dancing Speeches Band Other

Areas to be used Kitchen Stage Lighting AV Floor space Bar

AV requirements

Venue

Booking start date Booking end date

Access required:

Bump-in and set-up times

Rehearsals

Performances / 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". I have read the Community User Guideline for hiring school facilities. I agree to arrange any Liquor Permits as required.

Signature: (Hirer) Date

Name (please print)

Please return completed form to:

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