

Name of Organisation: (Licensee)			
ABN: (if applicable)		Regular Hire <input type="checkbox"/>	One-time event <input type="checkbox"/>
Purpose of Use:			
Number of expected attendees:			
Full Name: (of Responsible Person/s)	P1.	P2. (Backup contact)	
Postal Address: (of organisation)			
Street Address: (of organisation)			
Email:	P1.	P2.	
Phone:	P1.	P2.	
Reservation Request:	Please be exact with the hire dates and attach calendar/fixtures if required		
Day/s:	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday		
Period of Use / Hire:	From Date:	To Date:	
Time/s:	Start Time:	End Time:	
Facility Requested:	<ul style="list-style-type: none"> <li><input type="checkbox"/> Sports Oval - \$84.00 day rate</li> <li><input type="checkbox"/> Soccer Field - \$42.00 p/h weekdays and \$126p/h weekends</li> <li><input type="checkbox"/> Stadium - \$550 p/day (whole facility)</li> <li><input type="checkbox"/> Stadium Basketball Court (2) - \$53.00 per court p/h</li> <li><input type="checkbox"/> Chapel - \$63.00 p/day</li> <li><input type="checkbox"/> Gym/weights room - \$53.00 p/h</li> <li><input type="checkbox"/> Lecture Theatre - \$63.00 p/h</li> <li><input type="checkbox"/> Roofed Basketball Courts (3) - \$ 30.00 p/h per court</li> <li><input type="checkbox"/> Open Basketball/Netball Courts (2) - \$20.00 p/h per court</li> <li><input type="checkbox"/> SPAC - \$220.00 p/day</li> <li><input type="checkbox"/> SPAC set-up - \$50.00</li> <li><input type="checkbox"/> Classrooms - \$20.00 per room p/h</li> <li><input type="checkbox"/> Dance Studio - \$40.00 p/h</li> </ul> <p>*Please Note: All prices quoted are GST exclusive and are starting prices only. A formal quotation will follow once a tour of the facilities has taken place. Please see the facility hire team for cleaning charges.</p>		
(Insert organisation name here) _____ understands St John's Regional College has CCTV cameras in use. It is understood that this footage may be reviewed periodically in the case of damage and/or access to any unauthorised areas of the College.			

**HIRE OF FACILITIES – CONDITIONS:** Please tick and confirm each of the conditions below.

I understand my organisation (the licensee) will be required to provide insurance; the minimum insurance requirements are:

**PUBLIC LIABILITY:** Public liability insurance:

- (i) for an amount of not less than \$10,000,000 for any one occurrence; and
- (ii) unlimited in the aggregate in respect of public liability.

**WORKERS COMPENSATION:** Workers compensation insurance in accordance with the provisions of the Workers Compensation and Injury Management Act 1981 (WA) including cover for common law liability for an amount of not less than \$50,000,000 for any one occurrence in respect of the Licensee's employees. The insurance policy must cover any claims and liability that may arise pursuant to Section 175(2) of the Workers Compensation and Injury Management Act 1981 (WA).

**WORKING WITH CHILDREN:** The Hirer is to provide evidence to the College that its staff are suitably qualified and accredited to run programs and have a valid working with children check.

- A contract entitled 'Facility Hire Agreement' will be drawn up and will require the signature/s of all parties prior to commencement of booking.
- 30% deposit required for one-off hires upon acceptance of contract, non-refundable if cancelled within 24 hours of event.
- Full day stadium hire is for a maximum of 12 hours, and stadium must be vacated by 10pm.
- Keys must be collected from the College's administration during office hours. All keys must be signed for and must be returned on the first College day following the completion of the contract period. Special arrangements may be made with extended users. Keys must be kept in a secure manner. A refundable key bond of \$150.00 applies to regular hire bookings.
- Responsible adult supervision must be provided at all times
- All areas must be left in the same condition in which they are found. Both indoor and outdoor facilities must be left in clean and tidy condition. Additional cleaning charges may apply.
- It is the responsibility of the Hirer to secure the premises after use. This includes arming the security panel and the locking of all doors and gates for which keys are issued.
- Hirers are not permitted to access any rooms and/or areas not specified in the 'Facility Hire Agreement'.
- Hirers accept total responsibility for the use of the premises. All damage must be reported to the College administration as soon as office is open. Charges for damages will apply.
- Parking is limited to the specified car parks. Parking is not permitted on grass or paving areas.
- No smoking or vaping is permitted within the College premises.
- The College reserves the right to cancel a booking at any time. If possible, at least one week's notice will be given.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_