



BREMER STATE HIGH SCHOOL

EXPRESSION OF INTEREST TO HIRE SCHOOL FACILITIES

Please complete this form and forward to:

Att: Ms Toni Hay
PO Box 23
Booval QLD 4304

Contact: 3810 9333 Fax: 3812 9950
info@bremershhs.eq.edu.au

Name of Hirer	
Address	
Phone	
Email	
Purpose of Event	
Start Date:	Finish Date:
Start Time: (include set up time)	Finish Time:
Public Liability Insurance (copy required):	
Yes – We can proceed with the Hire of School Facilities <input type="checkbox"/>	
No – We cannot proceed with the Hire of School Facilities <input type="checkbox"/>	

Venue Required

- Indoor Sports Centre
 Outdoor Sports
 Peter Coughlin Lecture Theatre

Equipment Requirements

Indoor Sports Centre

- | | |
|--|--|
| <input type="checkbox"/> None | <input type="checkbox"/> Basketball Courts x 2 |
| <input type="checkbox"/> Volleyball Courts x 4 | <input type="checkbox"/> Netball Courts x 2 |
| <input type="checkbox"/> Futsal Courts x 2 | <input type="checkbox"/> Sound System |
| <input type="checkbox"/> Data Projector | <input type="checkbox"/> Screen |
| <input type="checkbox"/> Canteen | <input type="checkbox"/> Toilets |
| <input type="checkbox"/> Portable Stage | <input type="checkbox"/> Chairs |
| <input type="checkbox"/> Microphones/Stand | <input type="checkbox"/> Other |

Peter Coughlin Lecture Theatre

- | | |
|--|--|
| <input type="checkbox"/> None | <input type="checkbox"/> Screen |
| <input type="checkbox"/> Data Projector | <input type="checkbox"/> Extra Tables |
| <input type="checkbox"/> Laptop | <input type="checkbox"/> Catering |
| <input type="checkbox"/> Other | |

Outdoor Sports

- | | |
|---|---|
| <input type="checkbox"/> None | <input type="checkbox"/> Basketball Courts x 2 |
| <input type="checkbox"/> Tennis Courts x 2 | <input type="checkbox"/> Netball Courts x 2 |
| <input type="checkbox"/> Oval | <input type="checkbox"/> Cricket Practice Nets |
| <input type="checkbox"/> External Toilets | <input type="checkbox"/> Other |

Associated Issues with Hire of School Facilities

- All school requirements for the use of school facilities have precedence over all facility bookings.
- All rubbish must be cleaned and removed offsite by the Hirer of the Facility.
- If canteen is used, it needs to be left clean and tidy. This includes removing any rubbish offsite by the Hirer of the Facility.
- NO ALCOHOL OR SMOKING is permitted on school grounds.
- NO FOOD AND DRINKS are to be taken inside the Sports Centre.
- If food is used – you must make sure all external areas of the Facility are cleaned and rubbish is removed by the Hirer.
- Chairs need to be stacked after use. No more than 10 high and tables need to be packed up NEATLY to one side of the facility.
- Ensure that ALL windows and doors are securely closed and locked – this includes other rooms in the building that may have been used and ALL lights turned off.
- School Car Park gates must be locked on exit.
- Not disarming or arming the School’s Security System will incur a fee to the Hirer of the Facility. Also if the School’s Private Security Company, Ipswich Security Services, are called to the site for any reason, this will incur another fee to the Hirer.
- A cleaning fee will be charged if any of the Facilities Hired requires cleaning by the School after the event.
- Cars are to park in the car parks provided ONLY not on any grass or cemented areas.

I, _____, have read the above information and have supplied Bremer State High School a copy of our current Public Liability Insurance with this Expression of Interest.

Signature: _____

Date: _____