

**APPLICATION TO HIRE  
HERCULES ROAD STATE SCHOOL HALL**

**FORM 1**

**PHONE: 3897 4333 (between 8am and 3.30pm)**

**FAX: 3897 4300**

Thank you for your enquiry. Please fill out this Application to Hire and return it to the School Office. If your application is accepted, a Formal Agreement, Conditions of Hire & Charges will then be forwarded to you at the address below. Your booking is not secure until the signed Formal Agreement has been received by us

**HIRER DETAILS:**

Name/Organisation Name: \_\_\_\_\_  
 Address for Correspondence \_\_\_\_\_  
 Purpose of Organisation: \_\_\_\_\_  
 Activities to be conducted in the Hall: \_\_\_\_\_

**HIRER CONTACT DETAILS: CONTACT NO.1**

**CONTACT NO.2**

Name: _____	Name: _____
Title / Role: _____	Title / Role: _____
Address: _____	Address: _____
Ph: _____ Fax: _____	Ph: _____ Fax: _____
Email: _____	Email: _____

Requested Contract begin and end dates: \_\_\_\_\_ to \_\_\_\_\_ Casual /Permanent?

Requested Booking Day/s \_\_\_\_\_ Requested Booking Times: \_\_\_\_\_

<b>REQUIREMENTS:</b>	<b>Yes or No and comments</b>
Basic Hall (including lights and toilets)	
- will Air conditioning be required	
Conference room	
Chairs (including approximate number required)	
Tables (including approximate number required)	
Stage including change rooms	
Kitchen Area	
- will the Stove/Oven be required	
- will the Cold room be required	
Will food or drink be taken onto the premises?	
Access disabled lift to stage (key required)	
Rear disabled ramp access (key required)	
Set-Up and Rehearsal times required (please state time)	

All fees are payable to Hercules Road State School in advance.

**All hirers must sign a lease or hire agreement and have the minimum required public liability insurance.**

**Statement:** I hereby make application for the use of the Hercules Road State School Hall as stated above.

**Name and Signature of person undertaking responsibility for this hire:**

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

