



EDGE HILL STATE SCHOOL

Expression of Interest – Hire of Facility

Expressions are preferred at least 6 weeks prior to proposed hire.

Please Note: ***This is not a Hire Agreement*** and completion of this form does not indicate an approved hire.

Email Expression of Interest to admin@edgehillss.eq.edu.au

Applicant Name:

Name of organisation/club:

Contact details: Name: Phone:
 Email:
 Address:

Purpose of hire:

Type of activity:

Number of attendees: Attendees include patrons, paid workers, volunteers, adults, children, presenters etc

Hire area
 Performing Arts Centre (NB: no tape allowed on stage or flooring)
 Stadium

Proposed hire dates and times

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Date: <input style="width: 90%;" type="text"/>	Date: <input style="width: 90%;" type="text"/>	Date: <input style="width: 90%;" type="text"/>	Date: <input style="width: 90%;" type="text"/>	Date: <input style="width: 90%;" type="text"/>	Date: <input style="width: 90%;" type="text"/>	Date: <input style="width: 90%;" type="text"/>
Start: <input style="width: 90%;" type="text"/>	Start: <input style="width: 90%;" type="text"/>	Start: <input style="width: 90%;" type="text"/>	Start: <input style="width: 90%;" type="text"/>	Start: <input style="width: 90%;" type="text"/>	Start: <input style="width: 90%;" type="text"/>	Start: <input style="width: 90%;" type="text"/>
Finish: <input style="width: 90%;" type="text"/>	Finish: <input style="width: 90%;" type="text"/>	Finish: <input style="width: 90%;" type="text"/>	Finish: <input style="width: 90%;" type="text"/>	Finish: <input style="width: 90%;" type="text"/>	Finish: <input style="width: 90%;" type="text"/>	Finish: <input style="width: 90%;" type="text"/>

single hire
 multiple hire – First hire date ____/____/____ Last hire date: ____/____/____

When entering into a Hire Agreement you will be required to lodge the following supporting documentation with us in order that we may consider your application to hire the Premises. All supporting documentation must be current at the date of signing an agreement and remain current throughout the term of the agreement.

- Certificate of currency of public liability insurance
- Certificate of currency of workers' compensation insurance
- Documentary evidence of your compliance with blue card requirements
- Documentary evidence of all approvals, permissions, licences, certificates and consents required by you to use the Premises for the Permitted Use (including any local council permits and development applications)
- Documentation required in order for you and your Personnel to legally carry out the proposed use (e.g. training certificates and qualifications)
- Community Risk Assessment for activity/event.

CLEANING: The hirer is responsible for all cleaning and cleaning costs. You are responsible for cleaning all surfaces, toilets, floors and high touch point areas are required to be wiped down regularly.

YOU MUST keep an attendance record of your event.

Name: <input style="width: 95%;" type="text"/>	Signature of Applicant: <input style="width: 95%;" type="text"/>	Date: ____/____/____
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