

Part 1 – Organisation and Contact Details

Organisation/Individual to be invoiced: _____

Is your Organisation a registered Non-Profit? Yes No

Organisation Type: Commercial Community

ABN: _____

Contact Person: _____

Address: _____

Email Address: _____

Mobile Number: _____

Business Phone: _____

Public Liability: _____

Part 2 – Hire Details

Purpose of Hire: _____

Hire Dates: _____

Weekday Weekend

Function Times: _____

Anticipated Numbers: _____

Part 3 – Additional Options

Air-Conditioning Number of hours: _____

Chairs/Tables: Yes how many: _____

Will a smoke machine be in use: Yes No

Stage Lighting:

Audio/visual required:

Part 4 – Food and Beverages

Use of kitchen required: Yes No

Name of Catering Company: _____

Will alcohol be consumed? Yes No

Catering Phone Number: _____

Will alcohol be sold? Yes No

Bar area required: Yes No

Liquor and Gaming Permit Number (If applicable): _____

Nominated person with Responsible Service of Alcohol: _____

Part 5 – Terms and Conditions

- The hirer must ensure that all Government guidelines and protocols are adhered to, eg COVID-19 guidelines/restrictions
- It is the responsibility of the hirer to insure all items brought into the Hall or the School. The School accepts no responsibility for any loss or damage.
- The hirer shall be responsible for additional costs incurred by the school for all cleaning.
- The hirer is fully responsible for the setting up and breaking down of their function; this includes tables, chairs, decorations, etc.
- The hirer is fully responsible for public liability insurance to cover the event/function.
- The hirer must provide evidence of public liability insurance upon request.
- The hirer shall comply with the provisions of the School, the Regulations of the School and with the provision of all Acts and Regulations applicable to the hirer, including the Health Act, Occupational Safety and Health Act, the Local Government Act, Sunday Entertainment Act and any Regulations made there under and shall indemnify and keep indemnified the School against all losses, expenses, liabilities, claims, and damages incurred as a result of the hirer’s breach of any such Act, By-Law, Statute or Regulation.
- The hirer shall not make any additions or alterations whether permanent or temporary to the building, furnishings, technical or other facilities in the Hall without obtaining in writing prior consent of the Hall Coordinator.
- The use of the Hall by the hirer will at all times be under the sole direction and control of the School. The School shall have unfettered right to terminate any function or use of the Hall at any time at its absolute discretion and for whatever reason. The School retains a free and unfettered right of access to all parts of the Hall by the School at any time during a function or otherwise.
- The School reserves its right to absolute discretion in hiring the Hall and may refuse to hire the Hall to any person or persons without giving reasons therefore.
- No unseemly dress, obscene or insulting language or disorderly behaviour shall be permitted in any part of the Hall or the School.
- Geraldton Grammar School is a Non-Smoking Campus.
- No nut or nut products are to be prepared in the school canteen.
- Cancellations shall be made in writing to the Hall Coordinator with a minimum of 30 days’ notice.
- Cancellations with less than 30 days’ notice will forfeit their bond cost.

I have read and agree to the Terms and Conditions Signature: _____ Date: _____

Part 6 – Office Use

Date Received:	Approved/Declined:
Bond Received:	Induction:

Please email the completed form to bataviyahall@gegs.wa.edu.au