

Kuraby State School - Hall Booking Request Form

Applicant Details

Applicant's Name / Organisation: _____

Contact Person: _____

Phone: _____ Email: _____

Address: _____

Booking Details

Purpose of Hire / Event: _____

Date(s) Required: _____ Will it be on going? ☐ Yes ☐ No

Time(s) Required: From _____ am/pm To _____ am/pm

Expected Number of Attendees: _____

Will food or drinks be served? ☐ Yes ☐ No *If yes, all rubbish must be taken with you and the area must be left in its original condition.

Facilities & Equipment Required

☐ Chairs (number: _____)

☐ Tables (number: _____)

☐ Audio/Visual Equipment

☐ Other: _____

Terms & Conditions (Summary)

1. The hirer is responsible for the conduct of all attendees.
2. The hall must be left clean and in its original condition.
3. Smoking, alcohol, and illegal substances are not permitted.
4. Any damage caused must be reported and may incur repair costs.
5. All bookings are subject to school approval.

*(Full terms and conditions on the hire agreement after the initial approval)

Declaration

I agree to abide by the above terms and conditions of hire.

Signature of Applicant: _____ Date: _____

Please email a completed form to bsm@kurabyss.eq.edu.au

Office Use Only

☐ Approved ☐ Not Approved

Hire Fee: \$_____

Bond: \$_____

Invoice Sent: ☐ Yes ☐ No

Principal/Business Manager Signature: _____

Date: _____