

External hire booking request form

This form is used to enquire on booking of Peninsula Grammar’s facilities for external hirers. Please note that every booking of Peninsula Grammar’s facilities requires:

- Proof of public liability insurance of at least \$10 million per hire.
- A risk assessment, in our template which will be provided, outlining the likely risks and preventative measures associated with the use of the facility(ies).
- A security bond to be paid at the time that the agreement has been made.
- Working with children compliance for all hirers associated with the use of the facilities.

CONTACT INFORMATION

Organisation: _____

Name: _____

Email: _____

Phone: _____

Upon completion, please send to facilities@peninsulagrammar.vic.edu.au

FACILITY REQUIRED

<input type="checkbox"/>	Junior gym (2) indoor basketball courts	<input type="checkbox"/>	Senior gym (2) indoor basketball courts
<input type="checkbox"/>	Old gym (1) indoor basketball court	<input type="checkbox"/>	Junior pool – 20m x 3 lanes (limited lighting)
<input type="checkbox"/>	Mod grass tennis courts (12)	<input type="checkbox"/>	Detmold pitches
<input type="checkbox"/>	Other:-		

DATES & TIMES

One-off booking

Recurring booking

Commencement Date _____ End Date* _____

*Unless earlier terminated in accordance with the agreement the end date inserted must not be more than 12 months after the Commencement Date.

Day of Week	From (time)	To (time)
_____	_____	_____
_____	_____	_____

PURPOSE

ATTENDEES

No. of children: _____

No. of adults/supervisors*: _____

*Please note that all supervisors must have current first aid training and working with children compliance.

Internal Use Only:

Approval from:

- Business Manager
- Director of Sport
- Property Manager

- Availability
- Contract / Signed Version
- Risk Assessment
- Certificate of Currency
- Working with Children Check
- Induction & OHS Checklist
- Access – Building
- Access – Key
- Calendar
- Cleaning