

DUBBO CHRISTIAN SCHOOL

Bible-based, Christ-centred schooling from pre-Kindergarten to Year 12



FACILITIES HIRE - APPLICATION FORM

Name of Organisation

Name of Contact Person

Business Address

State

Postcode

Mobile

Home no.

Work no.

Email

BOOKING DETAILS

Type of event or main use:

If this is a conference, seminar, workshop, concert or similar event, please include a copy of the program.

Expected number of people attending

Date of Event/s	Start Time	Finish Time	Notes

If you need more room to write, you can do so in the notes section on the following page.

FACILITIES & EQUIPMENT REQUIRED

Facility	Required (check)	Notes
Gymnasium Court 1		
Gymnasium Court 2		
Main Hall (seats 600)		
Gallery (seats 185)		
Stage Area		
Classroom/Dressing Rooms		
Showers		
Kitchen		
Library		
Cricket Nets/Oval		
Carpark		

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Equipment	Required (check)	Notes
Trestle Tables		
Stage Platforms		
Coffee Urn/s		
Audio Visual (Basic)*	<i>Included in Hall Hire</i>	
Audio Visual (Basic Plus)*		
Audio Visual (Premium)*		
Other (please specify below)		

**Please contact Ian Bones on ian.bones@dubbocs.edu.au for details on Sound, Projectors and Lighting Hire options*

Notes and any other required information:

PUBLIC LIABILITY INSURANCE DETAILS

Please attach a copy of Certificate of Currency.

Policy No.

Expiry Date

DECLARATION

I declare that I have read and understood the conditions of hire as per the [School Facilities hire Policy](#).

I agree to accept and abide by these conditions and acknowledge that they form part of the School Facilities Hire application.

Signature

Name

Position

Date

CHECKLIST

Copy of event program (if applicable)

Copy of Certificate of Currency

Please email the completed form and relevant attachments to Ian Bones at ian.bones@dubbocs.edu.au.

OFFICE USE ONLY

HALL CARETAKER

Application received
Check Certificate of Currency
Requirements confirmed Sentral -
Resource Booking Calendar -
External Booking

<i>Check</i>	Date	Notes

Approved by Business Manager
(If applicable)

<i>Check</i>	Date	Notes

ACCOUNTS

Invoice Issued
Event Booking Adjustment Recorded
Adjusted Invoice Issued *(if required)*
Final payment received

<i>Check</i>	Date	Notes