

Request to Hire School Facilities

Please complete **all sections** and return with a copy of your current public liability insurance policy to:
0036_hire@figtreepocketss.eq.edu.au

Name of person making the request: _____
 Phone number: _____
 Email address: _____
 Address of hirer: _____

Are you the contact for this event: Y/ N (if you are not the contact for this event please provide details on page 2)

In order to Hire Department of Education/School Facilities, Hirers are required to have Public Liability Insurance to the value of \$20million. Do you have current Public Liability Insurance to the value of \$20million: Yes / No

Name of Event: Nature of Event: Expected number of participants: Age range of participants:	
Hire Period	Dates are inclusive and include the year. e.g. Mondays Term 1, 03/2/2025 to 28/3/2025
Time of Hire	Include any set up and pack down eg 8:00am – 10:00am
Which facility do you wish to hire?	<input type="radio"/> School Hall (available after 6pm on weekdays) <input type="radio"/> ICT Room <input type="radio"/> Multi-Purpose Court <input type="radio"/> Oval

Do you require any equipment?	Chairs Y/N If yes, please provide number required: _____ Tables Y/ N _ If yes, please provide number required: _____ Projection Screen: Y / N School Hall only: Do you require AV equipment (sound / projector)? Y / N
School Hall Please advise what footwear will be worn for this event.	Please note the school hall is not equipped for sporting events.

Contact person for this event (if different from page one)

Name: _____

Phone number: _____

Email address: _____

I understand that if my event is outside of school hours I may be issued with keys and codes for which there is an additional charge.

I understand that this is a “request to hire form” only which is subject to approval and the hire is not confirmed until all parties have signed the formal Hire Agreement and provided all necessary supporting documentation.

Signed: _____

Name: _____

Date: _____