



## Booking Form

Please complete the booking form and return it to: PerthModern.FacilitiesHire@education.wa.edu.au

**Questions?** Please contact the Facilities Hire Coordinator on (08) 9392 6888.

**Please note that your event is not confirmed till you receive approval and confirmation from the Facilities Hire Coordinator, this includes a signed copy of the Deed of Licence.**

<b>Name of Company / Community Group</b>							
<b>ABN</b>							
<b>Registered Business Name</b>	This Business is registered as: Registered with ASIC <input type="checkbox"/> Yes <input type="checkbox"/> No						
<b>Sole Owner</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No						
<b>Public Liability</b>	<ul style="list-style-type: none"><li>▪ The User must during the term and continuation of this Licence effect, maintain and keep current with an insurer authorised by the Australian Prudential Regulation Authority to conduct insurance business in Australia to the satisfaction of the Minister the following insurances:</li><li>▪ <b>Public liability insurance</b> covering the liability for claims arising out of the use or occupation of the Premises and/or Equipment for a minimum amount of \$10,000,000 for any one occurrence (see appendix B for information on appropriate insurance coverage).</li><li>▪ <b>It is NOT possible to book an event at Perth Modern School without a public liability insurance.</b></li></ul> <p>If an insurance policy is held details of the insurance policy are recorded below:</p> <table border="1"><tr><td><b>Name of Insurer</b></td><td></td></tr><tr><td><b>Policy Number</b></td><td></td></tr><tr><td><b>Date of Expiry</b></td><td></td></tr></table> <p>Please attach a copy of your Insurance Certificate.</p>	<b>Name of Insurer</b>		<b>Policy Number</b>		<b>Date of Expiry</b>	
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<b>Do you have any paid employees?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <b>If YES</b> <ul style="list-style-type: none"><li>▪ The User must during the term and continuation of this Licence effect, maintain and keep current with an insurer authorised by the Australian Prudential Regulation Authority to conduct insurance business in Australia to the satisfaction of the Minister the following insurances:</li><li>▪ <b>Workers' Compensation</b> insurance in accordance with the provisions of the Workers' Compensation and Injury Management Act 1981 (WA), including cover for common law liability for an amount of not less than \$50,000,000 for any one event in respect of workers of the User.</li></ul> <table border="1"><tr><td><b>Name of Insurer</b></td><td></td></tr><tr><td><b>Policy Number</b></td><td></td></tr><tr><td><b>Date of Expiry</b></td><td></td></tr></table> <p>Please attach a copy of your Insurance Certificate.</p>	<b>Name of Insurer</b>		<b>Policy Number</b>		<b>Date of Expiry</b>	
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<b>Event Name</b>	
<b>Event Description</b>	
<b>Date(s)</b>	
<b>Expected Numbers Attending:</b>	
<b>Time(s)</b>	Bump in: Event starts: Event ends: Bump out:
<b>AV Light &amp; Sound Engineer</b>	Perth Modern School light and sound equipment must be operated by an approved engineer. If you require the use of our PA or stage lights please indicate what times the engineer is required for your event. Start time: End time:
<b>Contact Name</b>	
<b>Contact Phone</b>	
<b>Contact Email</b>	
<b>Postal Address</b>	
<b>Signature</b>	

<b>Additional Equipment Hire Request</b>		
Requests for equipment must be received in writing 3 weeks before your event.		
ITEM	COST	REQUIRED
Urn (2 available)	\$20 per item	
Trestle Tables (max 10)	Free	
Plastic chairs (max 100)	Free	
AV Equipment (projector/screen, speakers, computer)	Included in cost	
Microphones (5 wired, 1 wireless, and 2 lapel microphones available) (only 5 open channels available in sound desk)	Included in cost for Beasley Hall and Gym hire	
Microphone stands	Free	
Music stands	Free	

**Additional Equipment Supplied by User**

If you wish to bring in additional equipment, please inform us at least one month before your event.

Area for Hire (prices include GST)	Indicate by <input checked="" type="checkbox"/> below
<b>Concert Facilities:</b> \$1,065 per event (max 7 hours)	<input type="checkbox"/>
<b>Beasley Hall:</b> \$965 per event (max 7 hours)	<input type="checkbox"/>
<b>Beasley Hall Rehearsal:</b> \$140 per hour (max 2 hours)	<input type="checkbox"/>
<b>Piano use in Beasley Hall:</b> \$305 piano hire	<input type="checkbox"/>
<b>Embleton Music Block:</b> \$325 per session (max 4 hours)	<input type="checkbox"/>
<b>Andrews Building Foyer:</b> \$325 per session (max 4 hours)	<input type="checkbox"/>
<b>Andrews Building Classroom/s:</b> \$80 per room, per session (max 4 hours)	<input type="checkbox"/>
<b>Stokes Building Foyer:</b> \$325 per session (max 4 hours)	<input type="checkbox"/>
<b>Stokes Building Classroom/s:</b> \$80 per room, per session (max 4 hours)	<input type="checkbox"/>
<b>Parsons Building - Lecture Theatre &amp; Refectory:</b> \$460 per session (max 4 hours)	<input type="checkbox"/>
<b>Parsons Building - Refectory Sitting Area:</b> \$325 per session (max 4 hours)	<input type="checkbox"/>
<b>Tyler McCusker - Gymnasiums 2 &amp; 3 (Girls / Boys):</b> \$45 per court/gym, per hour (min 3 hours)	<input type="checkbox"/>
<b>Tyler McCusker – New Gym (Event):</b> \$910 per event (max 7 hours)	<input type="checkbox"/>
<b>Casey Drama Centre: Performance</b> \$470 per session (max 4 hours)	<input type="checkbox"/>
<b>Casey Drama Centre: Rehearsal/Workshop</b> \$320 per session (max 8 hours)	<input type="checkbox"/>
<b>Dance Studio</b> \$40 per session (max 4 hours)	<input type="checkbox"/>

I wish to confirm the booking as stated in this Application for Hire for Facilities, Terms and Conditions I have read and agree to comply with all Terms and Conditions of this booking in addition to those as shown in the Licence.

For and on behalf of the User

Name:	
Signature:	
Date:	
Mobile No:	

Information included on the **Application for Hire for Facilities, Terms and Conditions and Conditions of Use as stated in the Licence for Use of Property Vested in the Minister for Education (Section 6B of the Education Act)** is supplied in good faith and is correct at time of print. However, at times, due to circumstances beyond our control, situations may change and you will be advised accordingly and as soon as possible.

## Office Use Only

This section will be completed by the School and returned to you for approval.

**Quote - A quote will be forwarded to you by email.**

### Terms of Payment:

- Payment must be cleared in advance of first date of hire.

Area for Hire	Cost
<b>Total</b>	