

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 6855.

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.

Name of Company / Community Group		
ABN		
Registered Business Name	This Business is registered as: Registered with ASIC □ Yes □ No	
Sole Owner	□ Yes □ No	
Public Liability	 The User must during the term and continuation of this Licence effect maintain and keep current with an insurer authorised by the Australia Prudential Regulation Authority to conduct insurance business in Australia Prudential Regulation Authority to conduct insurance business in Australia Prudential Regulation Authority to conduct insurance business in Australia Prudential Regulation Authority to conduct insurances: Public liability insurance covering the liability for claims arising out use or occupation of the Premises and/or Equipment for a minimum at of \$20,000,000 for any one occurrence (see appendix B for information appropriate insurance coverage). It is NOT possible to book an event at Perth Modern School without a liability insurance. If an insurance policy is held details of the insurance policy are recorded Name of Insurer Policy Number Date of Expiry 	an stralia to t of the amount ion on a public
Do you have any paid employees?	Please attach a copy of your Insurance Certificate. Yes	

Updated December 2023 Page 1 of 4

Event Name	
Event Description	
Date(s)	
Expected Numbers Attending:	
Time(s)	Bump in: Event starts: Event ends:
	Bump out:
AV Light & Sound Engineer	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:
Contact Name	
Contact Phone	
Contact Email	
Postal Address	
Signature	

Additional Equipment Hire Request 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 by request)	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			

Updated March 2021 Page 2 of 4

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	Indicate by ☑ below			
Cyril Tyler Auditorium:				
Beasley Hall: Event Rehearsal Piano hire				
Tyler McCusker - Gymnasiums 2 & 3 (Girls / Boys):				
Tyler McCusker – New Gym (Event):				
Embleton E1 – suits 60 people: Classrooms				
Andrews Building Classroom/s:				
Stokes Building Foyer:				
Stokes Building Classroom/s:				
Parsons Building Lecture Theatre & Refectory Refectory Sitting Area				
Casey Drama Centre: Performance Rehearsal/Workshop				
Irene Greenwood Studio				

Updated November 2023 Page 3 of 4

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
Total	

Updated November 2023 Page 4 of 4