

## Brinbeal Secondary College - Facility Hire Application

Organisation Details	
Name of Organisation	
Entity Type (Private Company, Sole trader, Incorporated Association etc)	
Organisation ABN	
Organisation ACN if applicable	
Organisation Registration number if applicable	
Organisation Address	
Does your Organisation have Public Liability of \$10 Million or more. (DE Policy states that is the minimum coverage required to hire out facilities)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please Listed Insurer, Policy Number and Dates. <i>Please ensure Certificate of Currency is sent with this application</i>	Insurer:  Policy Number:  Dates:

Complete according to entity type	
Full Name Company Director (company incorporated in Australia with more than one director):	
Full Name Company Secretary (company incorporated in Australia with more than one director):	
Full Name Authorised Officer (incorporated association):	
Full Name Sole Director and Company or Individual:	

Contact Person Details	
Contact Person – First Name	
Contact Person – Surname	
Contact Person – Phone Number	
Contact Person - Address	
Contact Person – Email Address	
Contact Person – Position within Organisation	

Booking Details	
What facilities are you requesting to hire	
Description of activity undertaking	
Estimated number of people using facilities	
Booking Start Date	
Booking End Date	
Dates you require facilities	
Booking Start Times	
Booking End Times	
Do supervising adults have required WWCC. <b>Please ensure WWCC's are sent with this application</b>	

Please fully complete application form and send to [Brinbeal.SC@education.vic.gov.au](mailto:Brinbeal.SC@education.vic.gov.au) along with a valid Certificate of Currency which shows at least \$10 Million Public Liability Insurance and valid WWCC of adults who are supervising minors.

## Brinbeal Secondary College Facilities Matrix for Determining Hire Fees

Facility	Hourly Rate (GST exclusive)	Security Deposit	Security Breach Call out fee
Basketball Court 1 – Community Hub	\$55	\$300	\$250
Basketball Courts 2 & 3 – Community Hub	\$100	\$500	\$250
Canteen – Community Hub	\$20	\$200	\$250
Auditorium – PA Building (minimum 2-hour hire)	\$65	\$500	\$250
Dance Studio – PA Building (minimum 2-hour hire)	\$50	\$250	\$250
Food Studies Kitchen 3 – PA Building (minimum 2-hour hire)	\$50	\$500	\$250