



GUILFORD YOUNG COLLEGE

FACILITIES HIRE REQUEST FORM

Note: You submit this form as an application which must be accepted and confirmed before your hire can take place.

HIRER DETAILS

Organisation/Group Name: _____

ABN: _____

Contact person: _____

Position held in organisation: _____

Address: _____

Contact telephone numbers: _____ (Mobile Preferred)

_____ (Mobile Preferred)

Email address: _____

Billing address: _____

(if different to above address) _____

Name of Responsible Officer*: _____ Contact number: _____

(if different to the Contact Person)

Does the Hirer have Public Liability Insurance Cover?

Yes please attach a current Certificate of Currency to this form

No cover must be obtained and Certificate of Currency provided to Guilford Young College prior to confirmation of the event booking

BOOKING DETAILS

Name/ Purpose/nature of event: _____

Type of event: _____

Area/s requested:

Glenorchy Campus:

- Gymnasium (max 600pax)
- Performing Arts Centre (max 150pax)
- Catering Suite (max 60pax)
- Study Room (max 50pax)
- Grounds
- Board Room (max 20pax)
- Other _____

Hobart Campus

- Assembly Area / Canteen Area (max 400pax)
- Performing Arts Centre (max 200pax)
- Catering (max 40pax)
- Chapel (max 150pax)
- Grounds / Soccer Oval
- Board Room (max 30pax)
- Other _____

PLEASE NOTE: Requests for the Don Bosco Creative Arts Centre are handled through a different form. Please contact hire@gyc.tas.edu.au to request this form

Is this a request for a recurring booking? Yes No

One off bookings:

Hire Period:

Date: _____ From _____ To _____
Time: ^ _____ From _____ To _____

Recurring bookings:

How regularly are you requesting (i.e. weekly, monthly, etc) _____
Day of week / month (i.e. Mondays, 2nd Thursday of month) _____
Time: ^ _____ From _____ To _____
What day / date do you intend to start the recurring booking _____
What day / date do you intend to end the recurring booking _____

EVENT DETAILS

Number of people involved in the event: _____

Expected numbers attending the event : _____ (venue capacities must not be exceeded)

Admission Charge: _____

Do you wish to serve alcohol?: No Yes

NOTE: Separate permission will need to be sought from the College for alcohol to be served at the event. The hirer must provide their own liquor licence to cover their event. A copy of the liquor licence must be provided along with copies of RSA certificates as part of the application process. Only persons authorised by GYC may serve alcohol. Approval to serve alcohol cannot be guaranteed in every instance.

Please provide details of all third-party contractors to be used (caterers, security, staging etc.), as a site induction is required

Name: _____ Contact Details: _____

Name: _____ Contact Details: _____

VENUE SET UP

What room configuration is required: _____

Chairs required: _____

Trestle Tables required: _____

Round Tables required: _____

Other: please specify: _____

EQUIPMENT

Hirers must provide their own equipment, tools, first aid kit and consumables. The College does not supply computing equipment for any non-college event.

Additional equipment requested: _____

In order to ensure compliance with WH&S standards please provide details of any equipment you intend to bring to the event (any electrical items to be tested and tagged to AS3760 prior to bringing to site):

INTERNET AND AUDIO VISUAL REQUIREMENTS

Will internet access be required?

Yes No

Will Audio Visual Equipment be required?

Yes No

If yes, please provide details

ADDITIONAL SERVICES

Cleaning Depending on the day/time and other events that may follow on from your event, extra cleaning may be necessary and be undertaken at the hirer's expense.

Security Additional security costs may be incurred for use of venues outside normal operating hours.

PLEASE NOTE

External hirers include community organisations, Government departments, commercial entities and events organised by GYC staff that are not GYC events.

Hirers are required to complete a risk assessment of their event that is satisfactory to the College prior to a booking being approved.

* The Responsible Officer must be over 18 years, and must be in attendance throughout the event.

^ Please include time for preparation and cleaning up as the College will not take responsibility for clearing away, cleaning, or washing up. These are the responsibility of the Hirer, should the College need to return the facility back to its normal state additional fees will be charged.

Venues are booked on an 'as is' basis. Additional set up services are limited but can be provided if necessary for an additional fee.

Upon receipt of this form, Guilford Young College will draw up the Contract for Hire and forward the documentation to the Hirer, together with an invoice to cover the hire fee, **which is required to be paid in full prior to the function.** Any other associated costs (i.e. catering, technician's hire fees), will be billed after the event.

The returned, signed contract is the confirmation of the booking.

GENERAL HIRING CONDITIONS

- The property is to be left in the manner it was found prior to the hiring.
- The user is responsible for costs of repair to any damages that might be incurred.
- The user is responsible for any insurance risks relative to the event.
- The user must produce evidence of Public Liability Insurance noting the College's interests.
- The hirer is to comply with Workplace Health and Safety Legislation at all times.
- The hirer will be required to undergo and sign off on an induction process, including the completion of a Risk Management Form which will incorporate WH&S matters prior to using the facility.
- The user acknowledges that the College's representatives have the right of entry at all times.
- Additional requests involved with the use other than on an as is where is basis, must be discussed prior to the date.
- No illegal activities or improper behaviour are permitted on the site, or its surrounds.
- Any security callouts involving staff or outside contractors will be at the user's expense. (\$120.00 per callout)
- If the event is to be held on College property during operational times when students are present, organizers are to present valid WWVP evidence
- Any other costs borne by the College as a result of the use are payable by the user.

This request form, when completed, should be returned to:

Guilford Young College, PO Box 241, Glenorchy 7010
or by hand to one of the Campus Offices:
74 Bowden St, Glenorchy
94 Barrack St, Hobart

Alternatively it can be emailed to hire@gyc.tas.edu.au

DOCUMENT MANAGEMENT

Document Reference GYC Facility Hire Request
Version: 3.0

Date Effective: February 2020
Document Author: MAR
Authorised by: