



Hire of Facilities – Expression of Interest for 2021

Name of Organisation: <small>(Licensee)</small>		
ABN: (if applicable)		
Organisation Status:	<input type="checkbox"/> Community Use	<input type="checkbox"/> Commercial
Full Name: <small>(of Responsible Person/s)</small>	P1.	P2. <small>(Backup contact)</small>
Postal Address: <small>(of organisation)</small>		
Street Address: <small>(of organisation)</small>		
Email:	P1.	P2.
Telephone Contact P1:	Mobile:	Work:
Telephone Contact P2: <small>(Backup contact)</small>	Mobile:	Work:
Reservation Request (date/s):	<i>Please be exact with the hire dates and attach calendar/fixtures if required</i>	
Day/s:	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday	
Period of Use / Hire:	From Date:	To Date:
Time/s:	Start Time:	End Time:
Facility Requested:	<input type="checkbox"/> Sports Oval - Available from \$30.00 p/h <input type="checkbox"/> Soccer Field - Available from \$30.00 p/h <input type="checkbox"/> Basketball Court - Available from \$ 30.00 p/h <input type="checkbox"/> Netball Courts - Available from \$ 30.00 p/h <input type="checkbox"/> Gymnasium - Available from \$ 30.00 p/h <input type="checkbox"/> Hydrotherapy Pool - Available from \$ 50.00 p/h <input type="checkbox"/> Lecture Theatre - J Block - Available from \$ 40.00 p/h <input type="checkbox"/> Performing Arts Theatre - Available from \$ 50.00 p/h <input type="checkbox"/> Dance Studio - Available from \$ 40.00 p/h <input type="checkbox"/> Library - Available from \$ 30.00 p/h <input type="checkbox"/> Computer Labs - Available from \$ 30.00 p/h <input type="checkbox"/> Classrooms - Available from \$ 20.00 p/h <input type="checkbox"/> Toilets – Available from \$ 10.00p/h <small>*Please Note: All prices quoted are GST exclusive and are starting prices only. A formal quotation will follow after the EOI and tour of the facilities has taken place.</small>	
Purpose of Use: <small>(Eg: Football / Soccer / Assembly / Graduation)</small>		

(Insert organisation name here) _____ understands Byford Secondary College has CCTV cameras in use. It is understood that this footage may be reviewed periodically in the case of damage and/or access to any unauthorised areas of the College.

(Insert organisation name here) _____ understands that the conditions of the use of the College facilities will be observed. The organisation I represent will be held responsible for any damages or loss incurred. Failure to observe these conditions will result in the termination of the arrangement.

Signed: _____ Date: ____/____/____

Hire of Facilities - Conditions

Please tick and confirm each of the below conditions;

I understand my organisation (the licensee) will be required to provide insurance, the minimum insurance requirements are:

(a) **Public Liability:** Public liability insurance: (i) for an amount of not less than \$10,000,000 for any one occurrence; and (ii) unlimited in the aggregate in respect of public liability.

(b) **Workers Compensation:** Workers compensation 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 occurrence in respect of the Licensee's employees. The insurance policy must cover any claims and liability that may arise pursuant to Section 175(2) of the Workers Compensation and Injury Management Act 1981 (WA).

A contract for a '**Licence for Use of School Property**' will be drawn up and will require the signature/s of all parties prior to commencement of booking.

All bookings shall be made through the College Administration.

Keys must be collected from the College's administration during office hours. All keys must be signed for and must be returned on the first College day following the completion of the contract period. Special arrangements may be made with extended users. Keys must be kept in a secure manner. A refundable key bond of \$150.00 applies to the booking.

Responsible adult supervision must be provided at all times.

All areas must be left in the same condition in which it was found. Both indoor and outdoor facilities must be left in a clean and tidy condition. Cleaning charges may apply.

It is the responsibility of the hirer to secure the premises after use. This includes arming the security panel and the locking of all doors and gates for which keys are issued.

Hirers are not permitted to access any rooms and/or areas not specified in the '**Licence for Use of School Property**'.

Hirers accept total responsibility for use of the premises. All damage must be reported to the College administration as soon as office is open. Charges for damages will apply.

Parking is only permitted in the car parks. Do not park on grassed areas or paving.

No Smoking is permitted within the College premises.

The College reserves the right to cancel a booking at any time. If possible, at least one week's notice will be given.

Signed: _____ Date: ____/____/____

Please return the completed EOI form to Byford.SC.facilities@education.wa.edu.au

Need more information?

Our College has an extensive website <https://byfordsc.wa.edu.au/>
Click on **Hire of Facilities** to view photos and premise plans.

Would you like to view our facilities?

Contact our Business Support Officer for a tour today!

Kristy Legerstee | Phone: 9550 6100 | Email: kristy.legerstee@education.wa.edu.au

Office Hours: Monday to Friday | 8.15am to 3.45pm | Address: 57 Abernethy Road, Byford WA 6122