

1. Hired area

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|---|--|---|--------------------------------------|---------------------------------------|-------------------------------|
| <input type="checkbox"/> Senior Gym courts | <input type="checkbox"/> Junior Gym Court | <input type="checkbox"/> Year 9 Assembly Area | <input type="checkbox"/> Junior Oval | <input type="checkbox"/> Dance Studio | |
| <input type="checkbox"/> Senior Gym Class Room | <input type="checkbox"/> Multi Purpose Courts | <input type="checkbox"/> Parker Centre | <input type="checkbox"/> Year 9 LA | <input type="checkbox"/> LA 1 | <input type="checkbox"/> LA 2 |
| <input type="checkbox"/> Science Centre/Kitchen | <input type="checkbox"/> Science Lecture Theatre | <input type="checkbox"/> Senior Oval | <input type="checkbox"/> LA 3 | <input type="checkbox"/> LA 4 | <input type="checkbox"/> LA 5 |

Purpose of the booking :

2. Hirer

- Staff Member External Hirer Contractor

Name: Contact Number :

Group/Business Name:

Email: Copy of Liability Insurance to be provided

Details

No of guests/participants: Start Date: End Date:

Access Time : Start Time : End Time :

3. Additional requirements

- only RCD power boards to be used
 - all electrical leads and cords **must have a current 'Test & Tag' status.**
 - The School reserves the right to not permit the use of equipment if any of the above are not adhered too.
- Gymnasium bookings** - Due care is to be taken with the wooden spring floor to avoid potential damage to the surface. No heavy and sharp items are to be placed on the floor without the permission of The School. Items are not to be dragged across the floor to prevent scratching. Tape is NOT to be stuck to the floor without permission.

- Table/s Qty Audio Qty Chairs Qty Extra bins
- please specify the number an amps of any cords/leads 10amp 15amp Cleaning

Any additional requirements:

4. Booking Confirmation - OFFICE USE ONLY

Facility Supervisor will be Contact number during hired period

Cost of hire Cleaning Other

Please note if grounds/rooms/facilities are not left clean or as found, as additional \$55/hr will be charged for cleaning. A fee will be invoiced to the above address after the event

TOTAL inc GST

St Paul's is part of the Victorian Government's Healthy Achievement Program. Both Warragul and Traralgon Campuses are actively involved in delivering the program which supports schools to create healthy environments for learning, working and living. The program encourages a holistic view of health for our children, families, staff and the entire school community.
 Hirer's of our facilities are requested to take this into consideration when determining food choices for consumption/sale in keeping with our approach to healthy eating.