



Request for Hire

Community Use of Elanora State High School Facilities

Please note that upon completion and approval of your request, a formal Hire Agreement will be issued. All agreements are for 12 months duration.

Is this an application for a new hire or do you currently hire at the school? Please tick a relevant box:				New Hire				Current Hire						
Facility Hirers Details														
Business Name:														
Address:														
ABN:														
Contact Name:				Position:										
Email:				Phone:										
Facility to Hire														
Area to hire	Classroom Block/Rooms				Student Centre				Performing Arts				Undercover Area	
	Oval				International Centre				Other					
Hire start date				Hire finish date										
Day/s of hire	M	T	W	Th	F	Sa	Su	Time (am/pm)						
Estimated number of people to visit the facilities during your hire time slot?				Up to 20		20 to 50		50 to 100		100+				
Type of hire activity to be conducted														
What type of equipment do you require for your hire?														
Do you require access to amenities?						Yes				No				

As Hirer, I agree to the requirements as per the Community user Guideline for Hiring school facilities.
Please tick all that apply.

I have received and completed the Community User Risk Assessment and agree to comply with the specified terms and conditions of hire.	
Employees, contractors and volunteers have the relevant blue card or exemptions required for activities which involve children or young people (i.e. Evidence of compliance with the Working with Children (Risk Management and Screening) Act 2000).	
I will provide the Certificate of currency of public liability insurance (minimum \$20 million)	
I will provide the Certificate of currency of worker's compensation insurance (if employees are engaged by the community user). Refer to: https://www.worksafe.qld.gov.au/insurance and https://www.worksafe.qld.gov.au/safety-fundamentals/home .	
I have provided evidence of all approvals, permissions, licences, and consents required for the proposed use (including any local council permits and development applications).	
I have training certificates and qualifications required for you and your personnel to legally undertake the proposed activity.	
I have the required emergency equipment and supplies relevant to the type of activity being undertaken to effectively respond to both first aid and other emergency situations.	