



Indoor Sports Centre Booking Request Form 2020

Organisation / Group

ABN (if applicable)

Address

Event details

Date(s) Required

Please provide 10 working days' notice

Expected numbers

(include participants and spectators)

Time in

Time Out

Contact Person

Contact details

Email

Mobile

Work

Public Liability Insurance

Policy Number

Name of Insurer

A Certificate of Currency is not required until your request proceeds to a Venue Hire Agreement .

2020 Facilities & Hire rates per hour including GST (indicate requested areas with <input checked="" type="checkbox"/>)								
Sports Hall	\$125.00	<input type="checkbox"/>	Aquatic Hall	\$125.00	<input type="checkbox"/>	Gymnastics Hall	\$125.00	<input type="checkbox"/>
Indoor Nets	\$90.00	<input type="checkbox"/>	Weights Room	\$90.00	<input type="checkbox"/>	Kitchen & Foyer	\$90.00	<input type="checkbox"/>
Classroom 1	\$55.00	<input type="checkbox"/>	Classroom 2	\$55.00	<input type="checkbox"/>	Sports Laboratory	\$55.00	<input type="checkbox"/>

Additional costs may be applicable depending on numbers and event type (e.g. parking, catering etc)

Please provide 10 working days' notice. A quote will be sent within 5 working days of receiving your request. If the quote is acceptable a Venue Hire Agreement will follow which will need to be signed by the Hirer prior to the commencement of the booking.

CANCELLATIONS:

Cancellations will only be accepted by email to the Centre Manager. Cancellations must be given 48 hours before commencement of booking otherwise the full fee will be payable. Please note that bookings with a duration of more than 6 continuous hours, one week's notice must be given, or the full fee is payable. Telephone/fax and word of mouth cancellations will not be accepted.

On behalf of Hirer Position
Full Name

Signature Date

Once complete please email form to the ISC Centre Manager - isc@brisbanegrammar.com

Office use only

- Received on/...../2020
- Reservation made in BGS Scheduler/...../2020
- Quote sent to Hirer/...../2020
- VHA - drafted and sent for approval to CFO/...../2020
- VHA - approved / declined/...../2020