



Hire of Facilities – Expression of Interest

Name of organisation / group:	
ABN / ACN:	
Name of contact:	
Position held in organisation:	
Email:	
Phone:	

1. Facility Hire Details

Facility venue hire requested:	Gym / Hall
Duration of Hire (please tick):	<input type="checkbox"/> One off <input type="checkbox"/> Short term recurring (up to 12 weeks) <input type="checkbox"/> Long term recurring (over 12 weeks)
Purpose of hire:	
Requested date/s of hire:	
Requested time/s of hire:	
Anticipated number of attendees:	
Will alcohol be consumed or available?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will children under 18 be attending? *	Yes <input type="checkbox"/> No <input type="checkbox"/>

2. Hire Requirements

i. The organisation agrees to a bond payment (see fee structure appendix 1)	Yes <input type="checkbox"/> No <input type="checkbox"/>
ii. All adults using the school's facilities must hold a current WWCC / VIT Card	See Item 3
iii. Organisation must hold current Public Liability insurance of minimum \$10m	See Item 4
iv. Successful applicants must comply with the Bell PS Facilities Hire Licence based on the Department of Education template (<i>sample for your information</i>)	Sample Licence

Please attach copies of the above (ii + iii) - with this completed application form - to bell.ps@education.vic.gov.au – subject 'Facilities Hire EOI'.

3. Working With Children Check / VIT Card Details

* Working with Children Checks are required from all hirers and their staff using school facilities during school hours, and for those who are working with children (below the age of 18 years) outside of hours

All adults using the school's facilities hold a current WWCC / VIT Card:		Yes <input type="checkbox"/> No <input type="checkbox"/>
Name:		<input type="checkbox"/> Copy attached
Name:		<input type="checkbox"/> Copy attached
Name:		<input type="checkbox"/> Copy attached
Name:		<input type="checkbox"/> Copy attached

4. Insurance details

The organisation holds current Public Liability insurance of minimum value \$10m:		Yes <input type="checkbox"/> No <input type="checkbox"/>
Name of Insurance provider:		
Name of policy holder:		
Expiry date:		
Copy attached:	Yes <input type="checkbox"/> No <input type="checkbox"/>	

5. Community Connection

I/we have the following connection to the school community:

Do you operate on a not-for-profit basis?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you providing extracurricular programs to the school?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you a community group who engages students of this school?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you a community group that has direct connection with the school?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Additional information re community connection:	
Additional information re equipment/technology requirements:	

All hire applications must be approved by the Principal, in consultation with School Council, in accordance with the Department's *Community use of Schools-Hiring and Licensing Policy*. Applications will be addressed in a timely manner with an acknowledgment of the EOI indicating an approximate response timeline. Please make contact with Tania Levens at bell.ps@education.vic.gov.au or 9480 5622 (Tue-Fri) if you require further clarification.

Signature: _____ Date: _____