BUNDAMBA
STATE SECONDARY
COLLEGE

FACILITY
HIRE 2016

BUNDAMBA
STATE SECONDARY
COLLEGE

15a Naomai Street
Bundamba

Phone: 07 3816 6333
Fax: 07 3816 6300
Website: https://bundambassc.eq.edu.au

Telephone: 3816 6333
Email: enquiries@bundambassc.eq.edu.au
1. Contact Bundamba State Secondary College office with your proposed hire period dates to ascertain availability of the requested facility.

2. Collect and complete an application form.

3. Return the completed application form along with a copy of your current Public Liability Insurance Policy to Bundamba State Secondary College at least 2 weeks prior to hire date.

4. Your application and proposed hire dates will be assessed and a confirmation notification of the booking will be forwarded to you in writing with an invoice for the security bond. Any special conditions or requirements will also be detailed in the notification.

5. On receipt of your security bond and or deposit your booking will be confirmed.

6. On the school day prior to the hire period a designated representative is to attend the Administration office to receive keys, to inspect the facility and to discuss procedures and management details.

7. After your hire period, the facility is to be left in same condition as per your inspection. Any damages must be reported immediately.

8. Immediately after your hire period an inspection of the facility will take place to determine whether additional charges will be incurred for cleaning or restitution for damages.

9. On completion of inspection a Tax Invoice will be forwarded to hirer for prompt payment.

10. A key deposit of $20 is payable. This will be refunded at the end of the hire period when keys are returned.

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**STEP BY STEP FACILITY HIRE**

**CHARGES**

Not for profit community organization may apply for a concession rate and terms.

**ASSEMBLY HALL HIRE**

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day time per hour</td>
<td>$33.00</td>
</tr>
<tr>
<td>Evening per hour</td>
<td>$55.00</td>
</tr>
<tr>
<td>Full Day rate — 8 hours</td>
<td>$330.00</td>
</tr>
<tr>
<td>(Including use of kitchen)</td>
<td></td>
</tr>
<tr>
<td>Full Evening rate — 8 hours</td>
<td>$385.00</td>
</tr>
<tr>
<td>(including use of kitchen)</td>
<td></td>
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**AUDITORIUM**

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day time per hour</td>
<td>$55.00</td>
</tr>
<tr>
<td>Catering</td>
<td>$5.00</td>
</tr>
<tr>
<td>Morning or Afternoon tea per person</td>
<td>$150.00</td>
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</tbody>
</table>

**PERFORMING ARTS CENTRE**

Prices to be negotiated on application

**LEADERSHIP TRAINING CENTRE**

Prices to be negotiated on application

**SECURITY BOND**

Must be paid in advance $100.00

**ACCESS AND SECURITY**

Lost keys will incur a charge of $200. If area left unsecured a charge as per State Government Security costs and/or staff callout fee will be incurred.

Please Note: All prices listed are GST inclusive.

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**CONDITIONS OF USE OF SCHOOL PREMISES**

1. Bundamba State Secondary College requirements have precedence over all facility bookings.

2. No Smoking or alcohol is permitted within the school grounds.

3. As per Education Queensland directives all hirers of school facilities must carry public liability insurance to the minimum value of twenty million dollars $20,000,000. Please attach a copy of your current policy to the completed hiring agreement.

4. Any damage to the building, fittings or furniture is to be rectified by the hirer to the satisfaction of the Principal of the school. The security bond may be increased depending on the function.

5. All litter associated with the function is to be removed from the school grounds.

6. The facility is to be left in a clean condition. If extra cleaning is required after the hirer’s use it will result in a cleaning fee to the hirer.

7. Payment is to be made to the school by cash, EFTPOS or cheque made payable to "Bundamba State Secondary College". Tax invoices will be sent to the hirer.

8. Permission for premises hire is for an agreed period and shall be subject to review at any time.

9. Keys must be returned to school office the next school day after hire period.

10. A key deposit of $20 is payable. This will be refunded at the end of the hire period when keys are returned.