



Indoor Sports Centre - Booking Request Form

Organisation / Group

ABN (if applicable)

Address

Event details

Date(s) Required

Time in

Time Out

Frequency

Contact Person Name

Contact details Email

Mobile

Work

Expected numbers

Expected # of Participants

Expected # of Trainers

Expected # Spectators

Facilities & Hire rates per hour including GST (indicate requested areas with ☒)

Sports Hall	\$140.00	<input type="checkbox"/>	Aquatic Hall	\$140.00	<input type="checkbox"/>	Gymnastics Hall	\$140.00	<input type="checkbox"/>
Indoor Nets	\$100.00	<input type="checkbox"/>	Weights Room	\$100.00	<input type="checkbox"/>	Kitchen & Foyer	\$100.00	<input type="checkbox"/>
Classroom 1	\$60.00	<input type="checkbox"/>	Classroom 2	\$60.00	<input type="checkbox"/>	Sports Laboratory	\$60.00	<input type="checkbox"/>

Cleaning fees may apply, and additional costs may be applicable depending on numbers and event type (e.g. parking, catering etc)

Please provide at least 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.

On behalf of Hirer

Position

Full Name

Signature

Date

Once complete please email form to John Clancy, Director of Sport and Activities - john.clancy@brisbanegrammar.com

Public Liability Insurance

Policy Number

Name of Insurer

A Certificate of Currency **is not** required with this booking request.
It will be required as a condition of the Venue Hire Agreement if your booking is accepted.

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 and word of mouth cancellations will not be accepted.