



Stuart Street, Bayswater North 3153  
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**BAYSWATER NORTH PRIMARY SCHOOL**  
***APPLICATION TO HIRE HALL***

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This application does not constitute a confirmed booking for the Hall. The booking will be finalized only upon the acceptance of the application, the payment of all monies due and the completion of the Form of Undertaking required by School Council's Hall committee.  
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***HIRER***

NAME: (of person or organisation)

.....  
.....

ADDRESS:

.....  
.....

PHONE:

(Home) ..... (Bus) ..... (Mob) .....

***IF HIRER IS AN ORGANISATION***

CONTACT PERSON .....

POSITION HELD .....

ADDRESS .....

.....

DATE .....

HIRE TIME / S

DAY/S OR DATE/S REQUIRED .....

TIMES REQUIRED .....

FOR REGULAR HIRERS ONLY .....

DATE OF FIRST BOOKING.....

DATE OF FINAL BOOKING.....

STATE ANY DATES YOU WILL NOT REQUIRE THE HALL DURING THIS PERIOD (eg. Public Holidays) .....

DETAILS OF ACTIVITY OR FUNCTION

DESCRIPTION OF PROPOSED ACTIVITY OR EVENT

.....  
.....

EXPECTED NO. OF PEOPLE ATTENDING FUNCTION OR EACH SESSION

.....

DETAILS OF ANY ENTERTAINMENT

.....  
.....

WILL FOOD AND / OR DRINK BE CONSUMED?

.....  
.....

ARE YOU INTENDING TO USE ANY DECORATION? (If yes, give details)

.....  
.....

APPROVED / NOT APPROVED, BY HALL COMMITTEE, SCHOOL COUNCIL

DATE: .....

FORM OF UNDERTAKING REQUIRED BY SCHOOL COUNCIL  
AS CONDITIONS FOR ALLOWING INDIVIDUAL (S)  
ORGANISATIONS (S) TO USE SCHOOL PROPERTY.

In Consideration of the School Council of the Bayswater North Primary School having pursuant to the Education (School Council) Acts 1975 / 1988, subject given these undertaking to authorise.

Name: .....

Organisation: .....

to use the Bayswater North Primary School Hall

Date and Time: .....

For the purpose of .....

I undertake

- To pay the charge as levied by the School Council for or in connection with the use of the school property and to leave the school property and all furniture and equipment in a fit state of cleanliness and tidiness for the resumption of school work, and, in the event of damage occurring to any of the school property, furniture or equipment while it is being used, to pay to the school council the cost of making good the damage and I agree to accept the decision of the school council on the extent of any such damage.
- To ensure that all legal requirements of the conduct of the function are complied with.
- To take out public risk cover in respect to the function.

I acknowledge that I have read and accept the terms and hire conditions as specified in the "Conditions of Hire of Bayswater North Primary School"

Signature .....

Address.....

Date .....

Witness.....

Address.....

Date .....