

THE PONDS HIGH SCHOOL VENUE HIRE ENQUIRY/BOOKING FORM

TODAY'S DATE: _____

EVENT DAY & DATE: _____

START TIME: _____ FINISH TIME: _____

EVENT TYPE: _____

NUMBER OF PARTICIPANTS: _____

AGE OF PARTICIPANTS: _____

WHAT ACTIVITIES WILL BE CONDUCTED ON THE DAY? WILL FOOD BE SERVED?

VENUE: GYM Fitness Lab Classroom Drama Space Oval

FREQUENCY: One Off Full Term School Holidays ONLY

ORGANISATION: _____

ORGANISATION'S ABN: _____

ORGANISER'S NAME: _____

ORGANISER'S TITLE: _____

ORG. ADDRESS: _____

EMAIL ADDRESS: _____

TELEPHONE: Work: _____ Mobile: _____

**PLEASE NOTE: NO ADVERTISING IS TO BE DONE WITHOUT PRIOR
WRITTEN APPROVAL FOR THE EVENT BY TPHS**

Office use only:

HIRE AGREEMENT RECEIVED? YES NO

\$20,000,000 LIABILITY INSURANCE RECEIVED? YES NO

WORKING WITH CHILDREN CHECK RECEIVED? YES NO

RISK ASSESSMENT FOR THE ACTIVITY RECEIVED? YES NO