



External Hire Booking Request Form

This form is used to inquire about the booking of The Peninsula School’s facilities for external hirers. Please note that every booking of The Peninsula School’s facilities requires:

- **Proof of Public Liability insurance of at least \$10 million per occurrence.**
- **A Risk Assessment outlining the likely risks and preventative measures associated with the use of the facility(s)**
- **A security Bond to be paid at the time that the agreement has been made.**
- **Working With Children Compliance for all workers associated with the use of the facility(s)**

FACILITY REQUIRED

- Junior gym (2) Indoor Basketball Courts Senior gym (2) Indoor Basketball Courts
- Old gym (1) Indoor Basketball Court AM Horsburgh (Senior) Pool – 25m x 6 lanes
- Junior Pool – 20m x 4 lanes Mod Grass Tennis Courts (12)
- Senior Lecture Theatre (130 seats)
- Other: _____

DATES & TIMES

- One-off booking
- Recurring booking

Commencement Date _____ End Date* _____

*Unless earlier terminated in accordance with the agreement the end date inserted must not be more than 12 months after the Commencement Date.

Day of Week	From (time)	To (time)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

PURPOSE

ATTENDEES

No. of children: _____

No. of adults/supervisors*: _____

*Please note that all supervisors must have current First Aid training and Working With Children compliance.

CONTACT INFORMATION

Name: _____

Organisation: _____

Email: _____

Phone: _____

Upon completion, please send to facilities@tps.vic.edu.au

Internal Use Only:

Approval from: Business Manager
 Director of Sport
 Property Manager