



PARTY HIRE APPLICATION FORM

Please read this document carefully, complete required information and sign appropriately, then return to: reception@quintilianschool.wa.edu.au

Name:		Event:	
Mobile:		Connection to the school eg student:	
Address:			
Booking Date:		Email:	
Time:		Purpose of Booking:	
How Many Attendees:			
Keys:	Code:	Key deposit \$50 cash/credit card	Fee: \$125.00
Key return date:		Venue required:	
Available on Request: PA System, Microphone, sound system, whiteboard Glasses, crockery, cutlery, tables and chairs. Kitchen with oven, fridge, broom, mop and bucket. (Fees may apply)		Kitchen:	
		Undercover Area:	
		Playground Access:	
		Other Details:	

Special Conditions: Essential that WA's current physical distancing and hygiene rules apply.

I _____ have read, understood and agree to abide to the conditions of hire:

- Smoking is prohibited in the buildings and school grounds.
- Children must be supervised during this event.
- All necessary steps to ensure that noise emitted from the school including the car park and outdoor areas does not cause annoyance to nearby residents.

Signature of Applicant: _____ Date: _____

Please note that bookings cannot be confirmed without your payment.

Payment by cash, credit card or EFT.

The Quintilian School Inc

BSB: 016 112

Account No: 4229 51244

Please reference **your name** with an EFT Payment.

RASCAL is a checklist word for easy reference to use before leaving the school.

- R – Rubbish (empty rubbish bins into the bins in the undercover area)
- A – Air Con / Heater (turn off Air/con or Heater)
- S – Students (are all students out of the room and out of the school grounds)
- C – Clean and sweep room and place furniture back into original position
- A – Alarm (be sure to set alarm and lock the gate)
- L – Lock (double check you have locked the door and gate upon leaving)