



REDLANDS COLLEGE

Facility Hire Booking Sheet

Organisation:			
Address:			
ABN/ACN:			
Contact Person:		Title:	
Email:		Mobile:	

Function:	
Facility:	
No. of rooms:	
Details:	(Special needs, disabilities etc)

DATE	START TIME	END TIME
		Total hire hours:
No. of participants:		Supervising adults:

After Hours Access:	
Keys/Access Code Required:	
Currency Certificate provided:	

Please complete form and return to facilitieshire@redlands.qld.edu.au

OFFICE USE ONLY:		
Total hire hours	Fee per hour	\$
Invoice No.	Amount invoiced	\$

The completion of this booking form does not indicate a permanent and definite booking of any Redlands College facility until a confirmation has been sent to the contact person and the Facilities Hire Agreement has been signed by the hiring party. Until this time, the Redlands College Foundation has the right to refuse any booking.