

TAFE NSW

APPLICATION FORM

SHORT TERM HIRE AGREEMENT



ABOUT THIS FORM

You can use this form to apply for short term hire of TAFE NSW facilities within any TAFE NSW campus. Please complete this form and return it to tafestfa@ciaustralia.com.au.

PLEASE NOTE:

1. All hirers must maintain a minimum of \$20 million of Public Liability Insurance.
2. TAFE NSW does not allow external parties to use their ICT network and equipment, including guest wi-fi, internet connectivity, etc.
3. The hire use must not be in competition with TAFE NSW
4. TAFE NSW does not provide catering services
5. Copy of photo identification is to be provided (e.g. driver's license or passport)
6. Please note that fields on this form marked with an * are mandatory and must be completed before submitting the application

EVENT DETAILS

Event Name:

TAFE NSW Campus / Venue Location*:

Event Type / Format*: (e.g. awards night, workshop, expo, competition, training)

Hire Description*:

Name of the course/training:

Company/Organisation Name*:

ABN:

Is your organisation registered as a Non for Profit?

If yes, please provide a copy of charitable or not-for-profit status.

No

Yes

Street Address*:

Suburb*:

State*:

Postcode*:

EVENT DETAILS (CONTINUED)

Contact Name*:

Position*:

Email Address*:

Direct Telephone*:

Mobile Telephone*:

HIRE DETAILS

Start Date*:

Start Time/s*:

End Date*:

End Time/s*:

Expected number of people*:

Have you previously hired from TAFE*?

No

Yes

Details/comments*:

CHARGEABLE ITEMS

Room Hire*:

Required/expected room size and room layout requirements, standard equipment, desks, lectern etc

Parking and Accessibility*:

How many parking spaces are required? Do any guests require Accessibly Parking? etc.

Additional Requirements*:

Kitchen equipment, security, cleaning, etc.

OTHER INFORMATION

Invigilator Services

Details/comments:

No

Yes

Other:

Details/comments:

No

Yes

APPROVAL

(Internal Use Only) Can only be considered once all required information and completed paperwork are received by TAFE NSW.

TAFE NSW Contact:

TAFE NSW Campus Manager:

TAFE NSW Property Operation:

Please note that all external functions/events require the provision of Public Liability Insurance to the value of \$20 million in place and a copy must be submitted, together with a completed Short Term Facility Agreement (STFA), prior to any event being considered for approval.