



Beechmont State School – Graceleigh Hall Booking Procedures

*Our Graceleigh Hall is available to our community.
It is an easy process and we look forward to working with you!*

1. All enquiries for hiring the Graceleigh Hall are to go through the Principal.
GraceleighHall@beechmontss.eq.edu.au
(07) 55459100
2. Applications to hire the hall are to be submitted to the Principal – allowing **3** working days' notice to be given by the applicant. This is required to be during the school term.
3. The Principal or delegate will respond within 2 working days to discuss the application. This is required to be during the school term.
4. Applicant is to complete and organise
 - a. Application form
 - b. Risk assessment
 - c. Insurance cover
 - d. Key collection and security
 - e. Payment of fees and bond
5. After hiring of the hall, applicant needs to ensure
 - a. Facilities are cleaned – hall, floor, toilets, kitchen and outdoor area (included by not limited too)
 - b. Building locked and secured
 - c. Hall checklist to be completed
 - d. Keys returned
6. Principal or delegate to do a check of the hall. Bond returned if there are no concerns.