This Facility Request Form does **NOT** guarantee that the dates and time requested are reserved. You will receive a confirmation once the dates and times are reserved. Facility request forms should be submitted a minimum of 10 working days prior to the event.

Organization/ Group:

__________________________________________

Contact Person: ____________________________ Title: ____________________________

Mailing Address/ Department:

__________________________________________

Contact Number (Office): ________________ (Cell) ________________ E-mail: ____________________________

Facility (ies) requested: 

(Auditorium, Karate Room, Tennis/ Basketball/ Netball/Volleyball Courts, Track, Back/ Front Field, Cricket Pitch, Mini-Stadium, Gymnasium, Hostels/ Accommodations)

Type/ Name of Event: (e.g. Exam, Tournament) ____________________________

Brief Description of Event: ______________________________________________

__________________________________________

Date(s) of Event: _______________________________________________________

Event start time: __________________________ Event end time (include clean up): ________________

Approved by __________________ Position: __________________

G.C. Foster staff and students must receive approval to conduct internal events as verified by the signature of Department/ Faculty Head/ Supervisor and Students’ Council/ Lecturer respectively prior to submitting the Facility request form.

Applicant’s Signature: __________________ Date of Application: ________________

**IT IS CLEARLY UNDERSTOOD BY ME/ US THAT IF APPROVAL IS GRANTED, THE CONDITIONS OF APPLICATION STATED ON PAGE 3 MUST BE FOLLOWED.**

**PLEASE NOTE THAT PERMISSION TO USE THE FACILITY IS CONTINGENT UPON THE JOINT APPROVAL OF THE MANAGEMENT**

<table>
<thead>
<tr>
<th>FOR OFFICIAL USE ONLY</th>
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<tbody>
<tr>
<td>Approved By: ___________</td>
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<tr>
<td>Date: ______________ [ ] Approved [ ] Denied</td>
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<tr>
<td>Rental Fee: _________________</td>
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<td>Credit Account: #10-101-280</td>
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Equipment/items Requested:

- Desks (#): ____________
- Chairs (#): ____________
- Trestle tables 8"×3"(#): ____________
- Lectern: [ ] Yes [ ] No
- Fans: [ ] Yes [ ] No
- P.A. System: [ ] Yes [ ] No

General Event Information:

1. Date & Time for set-up:________________________________________________________
2. Is the applicant a: [ ] Member of Staff [ ] Student [ ] Member of public
3. Is your event: [ ] Internal (G.C. Foster) [ ] External (Private)
4. Tick if Applicable: [ ] Non-profit Organization [ ] For Profit Organization
5. Group Type: [ ] Individual [ ] Corporate/ Business [ ] Club [ ] School/ University [ ] Church
   [ ] Sporting Association [ ] Other______________________________________________
6. Expected number of Participants/ Spectators:_____________________________________
7. Who are the participants: [ ] G.C. Foster Students [ ] G.C. Foster Staff [ ] Members of the Public
8. Provide name and title of dignitary/ Special guest attending function:____________________
9. Will you need parking facilities? [ ] Yes [ ] No
   Special parking requests must be arranged through the G.C. Foster College Administrative Office.
10. Will there be tents? [ ] Yes [ ] No provided by and no:__________________________
11. Will there be Booths [ ] Yes [ ] No provided by and no:__________________________
12. Will there be any Music? [ ] Yes [ ] No Provided by: ____________________________
13. Will food be provided? [ ] Yes [ ] No
14. Will Admission fees be charged? [ ] Yes [ ] No
   If so, Proof of security measures in place to prevent robbery is required
15. Have you had this event before at G.C. Foster? [ ] Yes [ ] No if yes, how often ______________
16. Need for special Assistance from Facility Staff [ ] Yes [ ] No if yes, No. of persons _____________
17. Electrician [ ] Yes [ ] No
USE OF THE FACILITIES

- The audio equipment is to be operated by college technicians ONLY. The event organizer may provide their own equipment but must submit a list of the equipment they are supplying to ensure compatibility with the college’s system.

- The courts may be rented for special events provided that an appropriate cover is used to protect the surface.

- G.C. Foster Staff will set-up and remove tables, chairs and any other items provided for event and will be available during regular working hours (Monday-Friday 7:00am- 3:00pm) to provide any further assistance and guidance. Client must make their own arrangement for all pre and post event preparations. In the event the venue is left in an unusable state, G.C. Foster Staff will clear the facilities and charge the cost to the client.

- Decorations using nails. Staples or glue on the walls are **not** permitted.

- Driving vehicles onto the track to load or unload event items is **not** permitted.

- All items that are used in connection with your event must be remove immediately after the event is completed and disposed.

- It is the responsibility of the event organizer to return the facility to the condition they were prior to the event.

- Adult supervision at all times is required for any group of minors.

- G.C. Foster’s students will be charged a flat fee for events that charge an admissions fee. Depending on the scope of the event a deposit may be required upon approval to ensure that the facility is returned in the same condition as received.

- Overtime charge will apply after 3:00pm for staff functions (Internal).

- The College Departments/ Faculties will be charged a percent based fee for events that charge admissions fee (the formula is 5% of the cost of admissions times the number of person expected).

- Guards may be staffed at our discretion and at the client’s expense.

- At our discretion, event organizers may be required to provide sound system noise permit, certificates and food handlers permit to sell any other permits required by the relevant Acts as per government requirement.

**I HAVE READ THE ABOVE RULES AND ACCEPT RESPONSIBILITY FOR ALL THE PARTICIPANTS AND SPECTATORS OR THIS EVENT ABIDING BY THEM.**

Signature: ______________________  Telephone Number: ______________________
CONDITIONS OF APPLICATION FOR THE USE OF SPORT FACILITIES

1. The event organizer will be held responsible for replacing all lost, stolen or damaged furniture or fixtures which may occur from the time of occupancy until the time the premises are officially handed over to the College’s Facility Manager.

2. Access will be provided at a minimum 2 hours before the event and must be officially handed over to the College before or at time slated to end the event. Where additional time is requested such request must be made within 24 hours of the need for additional time.

3. The College is not liable for any action or inaction that is out of its control that may impact the ability of the event to be held.

4. The event organizer will be invoiced with 2 days of the date of the confirmation for 50% deposit payable to the G.C. Foster College. This invoice must be paid within 2 days of the date of the invoice and the remaining 50% paid at least one week prior to the date of the event. Full payment is required within 24 hours for functions booked within 5 days or less of the function date. All additional costs will be invoiced and due for payment within one week after the event.

5. The event organizer are responsible for maintaining order throughout the event. Where there are any disturbances that result in damage. Destruction or injury to person or property. The event organizers are solely liable for any claims that may arise.

6. The function must be held within the time frame stated herein.

7. The Facility must only be used for the purpose as set out in the request form.

8. The Facility may not be assigned, transferred or sublet to a third party.

9. Failure to comply with the above regulations would be a breach of contract and will result in you being asked to vacate the premises immediately and forfeit fees paid.

10. The college is not responsible for any loss, damage or claim that is made in connection with or as consequence of the function being held on the campus.

11. College event have priority in scheduling of sport faculties. In the event there is a last minute request for hosting a major College function, we reserve the right to reschedule a confirmed booking.

12. Cancellation policy- 3 weeks before event- full refund; 2 weeks before 50% of the deposit will be refunded; 1 week before the event 25% of the deposit will be refunded; less than one week no refund on deposit. All cancellations must be in writing.