

Venue Hire Application



Please complete the venue hire form and return email to enquiries.AMEB@qed.qld.gov.au or phone 3634 0933 for enquiries.

Department of
Education

Organisation Details:			
Name of Organisation:			
Email Address:			
Address:			Post Code:
Phone:	Public Liability Insurance:		Public Liability Insurance Amount:
ABN:	Yes	No	

Venue Pricing (including GST):				
Venue	Hourly Rate		Whole Day Rate (8 hours or more)	
	Corporate	Community	Corporate	Community
Theatrette Capacity: 90 - 110 seated (theatre-style)	\$100	\$ 85	\$675	\$565
Max Olding Auditorium Capacity: 80 seated (theatre-style)	\$ 85	\$ 70	\$575	\$485
Boardroom Capacity: 10 - 20 seated (workshop style)	\$ 35	\$ 30	\$230	\$200
Studios 1 - 8 Capacity: seated	\$ 30 (per studio)	\$ 25 (per studio)	\$195 (per studio)	\$165 (per studio)

Venue Hire Details:							
Venue	Start Date	End Date	Total Days	Start Time	End Time	Total Hours	Fee Amount (\$)
Theatrette							
Max Olding Auditorium							
Boardroom							
Studio 1							
Studio 2							
Studio 3							
Studio 4							
Studio 5							
Studio 6							
Studio 7							
Studio 8							
Admin & Cleaning							

NB. Venue hire bookings will incur an administrative & cleaning fee of \$100 including GST dependent upon the hire arrangement.

Total Fees \$

Facilities and Equipment Required:		
Ground Floor Kitchenette	First Floor Kitchenette	Supervisor's Room
Auditorium Chairs - Number Required:		Trestle Tables - Number Required:
Theatrette Chairs - Number Required:		Microphone/Audio Required: Yes No

Please note: It is the responsibility of the Hirer to ensure the premises are left in a clean and tidy condition at the end of the hire and all equipment is returned to its original position. Keys must be returned to the AMEB Qld office as per individual arrangement with AMEB Qld staff. Food and beverages are not permitted in the studios, auditorium or theatrette. Smoking is not permitted within the AMEB Qld premises.