



CAIRNS

State High
The best we can be.

Venue Hire Rates - as at January 2024

Key Information:

- Standard refundable bond amount is \$1000.00, unless otherwise advised;
- For any hire where alcohol will be consumed, the activity is deemed to be (by the School) a high risk, therefore the bond is increased to include an additional \$1500.00;
- All prices are subject to and inclusive of GST;
- Payment of full bond is required to be made *upon approval of the Hire Agreement as advised by CSHS*.
- Long term hirers must complete a new hire agreement **annually** and provide all appropriate documents. Incomplete documents will void facilities hire.
- Long term hirers will be invoiced in advance for the school term, with a 30 day account.
- Long term hirers cancelling/changing a nominated booking date for any reason, **MUST advise in writing to facilitieshire@cairnsshs.eq.edu.au - 7 days prior to the scheduled date for an invoice to be adjusted.**
- Long term hirers will receive an adjusted invoice if the school cancels a hire date and requires the facility (You will always be notified if this is to occur).

Exclusion Periods for HIRE:

Unless otherwise agreed upon specifically in a Hire Arrangement:

- *Exclusion Periods for HIRE*

GENERAL FACILITIES

Kitchen Hire arrangements differ to these as below

From 6pm Sunday 03/12/23 to 11.30pm Sunday 04/02/24

From 6pm Sunday 31/03/24 to 11.30pm Sunday 14/04/24

From 6pm Sunday 23/06/24 to 11.30pm Sunday 7/07/24

From 6pm Sunday 15/09/24 to 11.30pm Sunday 29/09/24

From 6pm Sunday 8/12/24 to 11.30pm Sunday 09/02/25

*** Public Holidays will be charged at normal rates as part of a facility booking - unless otherwise advised to CSHS that P/Holidays are not required.*

ADDITIONAL KITCHEN SPECIFIC

Kitchen are closed for an additional week to above prior to holiday periods due to additional cleaning requirements

From 6pm Friday 24/11/23 to 11.30pm Sunday 04/02/24

From 6pm Friday 22/03/24 to 11.30pm Sunday 14/04/24

From 6pm Friday 14/06/24 to 11.30pm Sunday 7/07/24

From 6pm Friday 06/09/24 to 11.30pm Sunday 29/09/24

From 6pm Friday 29/11/24 to 11.30pm Sunday 09/02/25

*** Public Holidays will be charged at normal rates as part of a facility booking - unless otherwise advised to CSHS that P/Holidays are not required.*

- All Hirers must make payment of accounts within due dates or the facilities hire agreement will become null and void.
- Short term hirers will be invoiced for the Full Bond and All venue hire costs upon approval of the Hire agreement. Due and payable immediately. Short term hirers cancelling/changing a nominated booking date for any reason, **MUST advise in writing to facilitieshire@cairnsshs.eq.edu.au - 7 days prior to the scheduled date for a full refund of bond. An administration fee of \$50.00 will be deducted.**
- Loss of issued Keys will require full replacement and rekeying of areas. Security codes are responsibility of Hirer. Any Security call-outs will be on-charged if Security Company is not advised of accidental alarm.
- All facilities are required to be left neat and tidy or will result in an hourly cleaning fee of \$45.00 per person per hour will be imposed and deducted from bond.

Venue Coordinator

Email: FacilitiesHire@cairnsshs.eq.edu.au

www.cairnsshs.eq.edu.au

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The Department of Education and Training trading as Education Queensland International (EQI) CRICOS Provider Number 00608A.

Facilities venues available for hire (Minimum 2hour hire)

Venue & Description	Hourly Hire Rate	Per Day Hire Rate
<p>Bou-Wa Centenary Hall Ideally suited to meeting the needs of sporting teams, the Centenary Hall opens to the training pool, oval and change room facilities. It would also make a great function, wedding or conference venue.</p> <ul style="list-style-type: none"> Will accommodate 2000 people Main space is not air-conditioned, but has large fans; Parking only available offsite surrounding the school grounds; Outdoor covered areas adjourning which can be utilised as well. Trestle tables and chairs are not available in this facility. <i>All equipment needs to be hired externally, and is the responsibility of the hirer. (Damages to flooring will be borne at an additional cost to hirer for nominated repairs)</i> Access to the hall amenities is provided as a part of this fee; Disabled access to this building. 	\$350.00	<p><i>Bond \$3,000.00</i></p> <p>MPSC \$3,500.00</p>
<p>Crosswell Hall</p> <ul style="list-style-type: none"> Seats 600 people on single floor below the stage; Air-conditioned throughout; Food service area with bain-marie, commercial dishwasher, 2 x microwaves, urn, fridge, freezer and ample service area available on request for an additional fee; Parking available offsite surrounding the school grounds; Outdoor covered areas adjourning which can be utilised as well. Trestle tables, chairs, partitions and a whiteboard available upon require for an additional fee. Access to the hall amenities is provided as a part of this fee; Disabled access to building. <p>Technical Equipment and Assistance Upon request:</p> <p>The Sound System and Lighting can only be accessed if you engage the school tech assistance students.</p> <p>Senior tech students operate the sound and lighting equipment at \$20.00 per student per hour with a minimum requirement of 2 hours work. A Teacher is also required to be present to supervise and assist students and is paid an honorarium of \$30.00 per hour (min 2. hours).</p> <p>We would recommend a student for the sound system and 1 for the lighting, however the hirer can reduce cost by having 1 operator for both.</p>	<p>\$85.00</p> <p>Only where venue is hired on a regular basis in the evenings only.</p>	<p>Performance Centre \$850</p> <p>Food Service Area \$60.00</p> <p>Trestle Tables \$10.00 each</p> <p>Chairs \$15.00 per Stack (15 per stack)</p> <p>Partition Screen \$10.00</p> <p>Whiteboard \$20.00</p> <p>Data Projector & Screen \$220.00</p> <p>Amplifier & Microphone \$35.00</p> <p>Sound System \$140.00</p> <p>Lighting \$140.00</p>

Venue & Description	Hourly Hire Rate	Per Day Hire Rate
Mackenzie Walkway <ul style="list-style-type: none"> Large open “Rainforest” garden area; Undercover area Suitable for outdoor entertaining, recreation sports or extra-curricular activities; Disabled access Power available, and included in the fee Excellent lighting facilities at night; and Access to amenities is provided as a part of this fee; 	\$30.00	\$240.00
Auditorium (N Block) <ul style="list-style-type: none"> Seats 150 people in tiered auditorium seating; Air-conditioned throughout; Presentation equipment including Overhead projector and screen, digital lectern (with document camera) and sound and lights available as a part of facility hire; Access to A Block amenities is available as a part of this fee; Disabled access to this building N. B. You will need to provide your own laptop. 	\$60.00	\$480
Classroom / Dance Studio <ul style="list-style-type: none"> Either standard classroom configuration of 28 desks and chairs; or Dance Studio configuration with large open dance studio and wall to wall mirrors on one side of the room; Access to amenities nearing the room or studio that is being hire are available as a part of this fee; Air-conditioned. 	\$40.00	\$320
Computer Classroom <ul style="list-style-type: none"> Standard classroom configuration of 28 desks and chairs; with computers NOTE: the detailed needs and requirements for the hirer need to be discussed with our IT technical team beforehand NOTE: Machines in the classrooms are cabled to the school network NOTE: They do not have Wi-Fi – thus Hot Spotting won’t work. Access to amenities nearing the room that is being hire are available as a part of this fee; Air-conditioned. 	\$45.00	\$360
Catering Kitchen <ul style="list-style-type: none"> 2 x Catering Kitchens which can be hired out by external organisations upon special requests; Kitchens are to be left in a clean and tidy state; All rubbish is to be placed into the industrial rubbish bins near the hall; No food stuffs are to be left in the kitchens or the school fridges on site unless a pre-existing arrangement exists. Air-conditioned. K06 (8bays) K04 (9bays) 	\$50.00	\$400

Venue & Description	Hourly Hire Rate	Per Day Hire Rate
Music Classroom <ul style="list-style-type: none"> Access to Music Classrooms which can be hired out by external organisations upon special requests; Standard classroom configuration 28 desks and chairs; Access to a piano / keyboard in the room and also whiteboard Air-conditioned. 	\$45.00	\$360
Undercroft Area (R Block) <ul style="list-style-type: none"> Large open undercroft area; Suitable for recreation sports or extra-curricular activities; Excellent lighting facilities at night; and Access to amenities in A Block is provided as a part of this fee; 	\$30.00	\$250
Sports Complex <ul style="list-style-type: none"> Indoor basketball courts with electronic scoring facilities; Change rooms and amenities available; Full-equipped weights room can be utilised; and 2 classrooms seating 25 people comfortably or opened to seat 50 combined; Main playing space is not air-conditioned, but has large fans. Classrooms are air-conditioned including the weights room. 	\$45.00	\$360
Pool Hire - Currently not available for hire <ul style="list-style-type: none"> 25m Swimming Pool with 6 lanes; Change rooms and amenities available; Hirer needs to ensure that they have a fully certified pool life guard on at all times; This is a council legislated requirement which protects not only the swimmers but only the hirer and the school community; Hirer needs to provide the following information to proceed with hire: <ul style="list-style-type: none"> Pool / Life Guard Full Name; and Pool / Life Guard certification details and certificate of currency (Including Date Achieve and Expiry Date). 	\$45.00	\$360
Oval Hire <ul style="list-style-type: none"> Sporting facilities such as long jump pit, shot put and discus facilities; Hirer needs to provide their own equipment; Access to power is from the Sports Shed on the Sheridan Street side; Access to amenities and change room facilities can be access from the Sport Complex upon request and a potential additional hire fee. It is noted that maintenance of the playing field takes place over the Christmas / New Year period and accordingly hires will not be permitted during this holiday period. 	\$40.00	\$320
Storage Hire Storage on a long-term basis to hirers upon request. This service may be available as consideration to regular hirers who do not wish to bring equipment each week. It is noted that the hirer retains responsibility for replacement of any items if they are stolen or damaged and needs to maintain their own contents insurance.		\$10.00 (Per Week of hire) It is noted that price may increase based on the amount of storage required.



CAIRNS STATE HIGH SCHOOL



Contact Information
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Website: www.cairnshs.eq.edu.au