



QUARRY BAY SCHOOL HIRING AGREEMENT

A variety of areas within the school premises are available for private hire:

- School Hall
- Gymnasium
- Art Centre
- Outdoor Play Areas
- Classroom/Multi-purpose Room

We are particularly interested in hiring out our premises for activities that support and enhance the education of our students and we will also consider hiring our premises to non-educational groups at a higher cost.

Insurance

As a member of the English School's Foundation we are required to comply with the requirements set by ESF Centre. All persons hiring our premises are required to provide the school with

Joint named 3rd party liability insurance with cross liability and indemnity to principal property clauses (\$10,000,000)

All insurance providers will be able to provide this type of insurance.

If you would like to hire our premises then please complete the *Booking Request Form* (which can be downloaded from our website <http://qbs.edu.hk/hiring-facilities/>) and submit it to our office.

Charges (as of August 2018)

Facility	For events that are of direct benefit to our students / parents Eg. Club providers, drama auditions	For events that have no educational benefits for our students / parents Eg. Film companies, parties
School Hall	\$ 1,045 per hour	\$ 2,750 per hour
Gymnasium	\$ 660 per hour	\$ 1,980 per hour
Art Centre	\$ 550 per hour	\$ 1,430 per hour
Single Outdoor Area	\$ 330 per hour	\$ 1,320 per hour
Classroom / Multi-purpose Room	\$ 440 per hour	\$ 1,650 per hour

Please note, additional charges will apply to hiring the premises outside of normal school hours or for the use of computer or audio/visual equipment.