



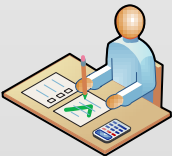
Request for hire of facilities (Standard or Special) received by MCPSA Booking Officer. Hirer to complete MCPSA Standard Hire Form with all details needed for any further processing.



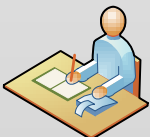
If booking includes the use of outer fields then contact MCPSA Council rep and complete Event Hire Form, otherwise go ahead meeting with the Hirer.



Meeting with hirer arranged to discuss all booking requirements. Irrespective of which type of use Standard (Building use only) or Special (for outer fields and/or Events) this meeting must take place and conditions of use reached in agreement. This must include the MCPSA Booking Officer and/or Council Rep and the Hirer at least.



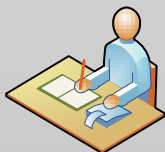
Confirm Booking subject to all payment and conditions and advise MCPSA Treasurer of total payment expected including conditional payments like deposit, bond etc. Treasurer to provide invoice to hirer and must receive payment before confirming booking.



MCPSA Treasurer receipts payment and banks all monies especially cheques. Booking confirmed subject to all conditions met including cheque processing.



Treasurer confirms to MCPSA Maintenance Officer of booking to kick off his processes to ready the facility for hire. Maintenance Officer will check the facility at the end of the hire and confirm approval of what bond to return.



Treasurer will refund Hirer the appropriate bond and provide financial report re this hire.



MCPSA Booking Officer will review end of hire with Hirer and close hire. Any issues learnt from the hire will be reported to MCPSA Management Committee.