

ALBANY RISE PRIMARY SCHOOL

HIRE OF FACILITIES

SCHOOL HALL INFORMATION MANUAL

HIRE CHARGES: \$33.00 per hour

There is a \$500 bond for all hirers which will be refundable after use, provided all Conditions of Use are complied with. The security bond is to be paid by credit card, please complete the attached credit card authorisation form and return it with your signed Hire Agreement.

Everyone using these facilities is required to have Public Liability Insurance. A Copy of Group's Public Liability Insurance Policy is to be provided with the signed Hire Agreement

Hall Hire must be paid in advance to secure your booking.

Martina Wragg
Business Manager.

ALBANY RISE PRIMARY SCHOOL

Security Bond For Hall Hire

I _____, authorise Albany Rise Primary School to charge my credit card \$500 as security against damage to the building, fittings, furniture or equipment, and for any abnormal cleaning of the portion of the building used. I (the hirer) shall be liable on demand by the Principal to pay any further amount in excess of this Security Bond to meet the full cost of such damage or cleaning.

Should the Condition of Hiring not be fulfilled, this security bond or part thereof shall be forfeited to and become the property of the School Council as liquidated damages. If there is no breach of the Conditions of Hiring, or damage or injury to the building or any fittings or furniture or equipment or abnormal cleaning to be done (of which the Principal shall be the sole judge), the bond will be returned when the keys are returned to the school office.

Signature _____

Date _____

Print name _____

✂ _____

Type of Card

Mastercard

Visa

Card Number

____ / ____ / ____ / ____

Expiry Date

____ / ____

Cardholder's Name

Cardholder's Signature

CONDITIONS OF USE

Definitions

Wherever appearing in these Conditions, the word "Principal" shall be understood to include any other person with the authority of the Principal.

Free Access

The Principal or members of the School Council shall have free access to any part of the building at any time.

Sub-Letting

No portion of the building shall be sublet or tenancy transferred to assigned without the written consent of the principal.

Refusal to Let

It shall be at the discretion of the School Council to refuse to let the facility in any case; and notwithstanding that the facility may have been let or that these conditions may have been accepted and signed, and the rent and deposit paid, the School Council shall have full power if it sees fit to cancel such letting and direct the return of the rent and deposit so paid, and the hirer hereby agrees to accept the same and to be held to have consented to such cancellation and to have no claim at law or in equity for any loss or damage in consequence thereof.

Programme

Prior to the engagement of the facility for a lecture, meeting, entertainment etc. the subject of and the program for such lecture, meeting or entertainment shall be submitted to and be approved by the Principal on behalf of the School Council.

Limit of Hiring

The hirer shall be entitled only to the use of the particular part or parts of the building hired and shall vacate same punctually at the time specified. The Management Committee reserves the right to let any other portion of the building for any other purpose at the same time.

Security Bond/Reservation Fee

A bond of \$500 shall be paid at the time of hiring as a guarantee of fulfilment of these conditions, and as security against damage to the building, fittings, furniture or equipment, and for any abnormal cleaning of the portion of the building used by the hirer. The hirer shall be liable on demand by the Principal to pay any further amount in excess of this Security Bond to meet the full cost of such damage or cleaning.

Should the Condition of Hiring not be fulfilled by the hirer, this security bond or part thereof shall be forfeited to and become the property of the School Council as liquidated damages. If there is no breach of the Conditions of Hiring, or damage or injury to the building or any fittings or furniture or equipment or abnormal cleaning to be done (of which the Principal shall be the sole judge), the bond will be returned. This bond is payable with the Hire Agreement and acts as confirmation of your booking.

Cancellation

A deadline for cancellation shall be 4 days prior to hall hire, and if a cancellation fails to meet this deadline, \$50.00 from the Bond will be retained by Management Committee (maximum 50% of hire charge).

Responsibility for Good Order

The authorised user shall, during the period of usage, be responsible for the maintenance of good order in the facilities and the building's surrounding areas. The user shall, when so directed by the Principal, arrange for attendance of police or a security service.

Health Acts & Provisions

The hirer shall comply in every respect with regulations under the Health Act with regard to public buildings for the prevention of overcrowding and obstruction of stairways, aisles, passages, corridors or any other part of the building. Any person causing an offence against such regulations shall be removed from the building.

Smoking

Smoking shall not be permitted under any circumstances in the facilities.

Activities Not Permitted Without Authority

The user shall not without prior approval of the Principal:

- sell ice-cream, chocolate, refreshments or confectionery
- attach anything to the walls, floors or any part of the building
- spread any substances on any of the floors
- allow advertising for commercial products

Advertising and Notices

Notices placed in the interior of the facilities must not be placed on painted surfaces, unless "Blutack" or similar substance is used to affix notices – pins, staples etc are not to be driven into the woodwork.

Car Parking

Limited parking is available in the school car park off Albany Drive.

Fire Precautions

All fire fighting appliances and areas marked "Keep Clear" must be left unobstructed. Failure to comply with these conditions may mean cancellation of letting. Doorways, aisles, passages, corridors or any other part of the building must not be obstructed.

First Aid

First Aid is the responsibility of the user, and no provision of equipment or medicines is made by the Facilities Management Committee

Lighting

The hirer is responsible for turning off the lights after use of the facility.

Insurance

The hirer of the facility shall not do or permit to be done or leave undone anything that will affect the School Council's insurance policy or other policies relative to fire or public risk in connection with the building, and the hirer hereby agrees to indemnify the School Council to the extent that such policies are affected through any such act of commission or omission. Public Liability Insurance must be obtained and sighted by the Facilities Hire Co-ordinator prior to hire date.

Cleaning and Security

It is the responsibility of the hirer to ensure that the building is left in a reasonable state of cleanliness after use, at least as good a state as you found it. This includes the removal of all rubbish into the dump master located in the rear car park of the school. If the building is not left in a satisfactory state, a deduction may be made from your security deposit to cover cleaning costs. School cleaners only work during the week. If you are a weekend hirer your booking may follow another hirer's without the cleaner being able to ensure that the space is clean. Please report any complaints about the state of cleanliness of the building to the Facilities Manager so that all users get a fair deal.

The security of the building and its contents is your responsibility during the time you hire the building.

Please ensure that all doors and windows are locked before you leave. Please ensure that the security alarm is switched off when you arrive and then switched on when you leave. If the Security firm arrive because the alarm was set off, you will be charged a fee of \$250.00.

\$50.00 may be deducted from the Bond if any one of the following tasks is not completed to the Principal's satisfaction.

THERE IS TO BE **NO SMOKING INSIDE or OUTSIDE THE HALL.**

HIRERS CHECK LIST

- Ensure that the security alarm is switched off when you arrive and then switched on when you leave.
- Sweep floors & check toilets
- All rubbish to the dumper at end of car park
- Check windows and doors are locked