



Tucker Street, CRANBOURNE VIC 3977
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Telephone: 03 5996 1142
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CONDITIONS OF HIRE

BOOKINGS:

1. Tentative bookings will only be held for a period of 14 days
2. All applications are submitted to school council and must be approved prior to commencement.
3. Failure to pay hire fees or security bond (if applicable) as required will result in withdrawal of the hire agreement. Any payment which is dishonoured or rejected by a financial institution shall also result in withdrawal of the agreement.
4. No booking will be accepted from any person under the age of 18 years.
5. No bookings will be accepted more than 12 months in advance.

DURATION:

6. The hirer is required to keep their use of the facility within the time applied for and approved. Access to the facility is not permitted at times outside of those approved. If set up and set down time is required prior to and after the function, it will be necessary to include this in the approved hire period.
7. The hirer must provide an estimate of the maximum number of people attending the function at the facility. This number shall not be exceeded.
8. Only those areas specified on the hire application are available for use. All other areas are out of bounds.
9. The hirer shall not make the facility, any part of it or any other part of the school available or accessible to another organisation, group or individual without the prior written approval of the School Principal.
10. The hirer may not advertise the use of the facility without the approval of the School Principal.
11. At the conclusion of facility use, all furniture and equipment should be returned to its original location when the hire commenced.

PROHIBITED ACTIVITIES:

12. The following activities are prohibited on, in and around the school facility:
 - a) No smoking is permitted in the facility or anywhere on the school grounds.
 - b) No alcohol is permitted in the facility or anywhere on the school grounds.

- c) No drugs are allowed in the facility or anywhere on the school grounds.
- d) Fixing of nails, screws or other fittings to the building or structure.
- e) Attachments to wall surfaces.
- f) Alterations to electrical, gas or plumbing installations.
- g) Lighting of fires or discharge of fireworks.

SPECIFIC APPROVALS REQUIRED BEFORE HIRING:

13. The following activities require specific approval **prior** to hiring:

- a) Erection of any temporary structure (eg staging, marquee, sunshade, portable toilet, etc.)
- b) Wearing of roller skates/blades, use of skateboards, cycles, scooters or other such devices of movement
- c) Ball games or similar activities in a facility not designed or expected to be used for such activities
- d) Sale or provision of food or beverages
- e) Bringing any animals to the facility
- f) Bringing any item of electrical equipment .All electrical items must be safety tested by the hirer prior to approved use of the facility
- g) Use of a portable barbeque or other cooking equipment
- h) Use of flammable material, liquid, fuel or other flammable source of energy
- i) Display of any sign, boards or notice for the purpose of advertising

INSURANCE:

- 14. The hirer shall provide evidence with the application of current Public Liability insurance cover. No application will be approved unless this evidence is given. The hirer shall also have contents insurance for damage to property and equipment owned by the hirer.
- 15. The hirer will be responsible for any damage beyond normal wear and tear associated with their use of the facility and shall indemnify the college for any loss, damage or injuries suffered to the facility, other buildings or property belonging to the college or any person or property as a result of the activities being performed by the hirer.

SAFETY AND INSTRUCTIONS:

- 16. For gatherings of greater than 200 people, the hirer shall provide an evacuation/emergency plan with their application.
- 17. The hirer and persons associated with the hirer shall at all times observe directions of school officers or their agents and comply with instructions given. The hirer shall comply with emergency services personnel in order to protect the facility or users of it.

18. All care must be taken by the hirer to ensure that noise is kept to acceptable levels. In the event that amplified sound or music is being played during the period of hire, the hirer is to ensure that the volume is kept to a level so as not to inconvenience nearby residents. The school may withhold payment of the security bond where there has been a serious breach of noise (eg where the disturbance has necessitated the attendance of police) in recognition of the impact on the name and image of the school. Amplified sound of any form is not to be played beyond 10 pm on weeknights and 11pm on weekends.
19. The hirer must remind patrons that children must be under adult supervision at all times. The hire fee applies only to the facility hired. Children are therefore not permitted to use other areas of the school.

CLEANING:

20. The hirer will remove all debris, decorations, foodstuffs, drink containers and other waste within one hour of the completion of the function. All debris and waste is to be placed in garbage bags and then in the rubbish bins provided. Any mud or excess dirt is to be removed from the facility at the conclusion of the hire.
21. The school will be responsible for the normal cleaning of the facility, with the proviso of point 20 above being observed. A separate cleaning fee will be charged if, in the opinion of the school, additional cleaning is required after the hire.

ACCESS AND SECURITY:

22. The school will, depending on the hire times either provide the hirer with a key or will arrange for the school's officer to open and close the facility. Loss of key must be reported immediately and cost of a replacement will be charged if key is unrecoverable.
23. Instructions for alarm use and a 'step-through' of the alarm system operation shall be provided by the school prior to use of facilities. If the school alarm is set off during the hire period, the hirer shall bear the cost of the security call out fee.
24. The hirer shall take the necessary steps to secure the facility and property of the school during and on completion of the period of hire. All equipment, valuables and personal effects brought onto the school property by the hirer shall remain the responsibility of the hirer.

CAR PARKING:

25. Parking is to be in the street alongside the school property. No vehicles are to be parked or driven onto school grounds without prior permission. Only people with disabled parking permits are permitted to park in designated disabled parking bays.

COMPLETION OF HIRE:

26. The hirer will ensure that proper care is taken of the premises, external surrounds and all contents. Any damage or loss sustained to the property or equipment which occurs while the premises are being used by the hirer will be made good to a standard required by the school. The cost of any repair shall be deducted from the security bond paid and if this is insufficient, a tax invoice will be raised by the school.

27. The security bond shall be refunded subject to inspection by the school and the satisfactory return of the facility to the school.

BREACH OF CONDITIONS:

28. A breach to one or more of these conditions may lead to withdrawal of any approval to hire which may have been granted to any person, group or member of the hirer.