

FACILITIES HIRE AGREEMENT FOR BOOKING AND HIRE OF HAMPTON HILL SCHOOL FACILITIES

Hirers are requested to read these conditions before signing the agreement.

1. The buildings and entire site of Hampton Hill School are designated NO SMOKING areas (24 hours a day, 7 days a week). The hirer will ensure that this policy is respected.
2. All pencil bookings must be confirmed within at least five (5) working days prior to the event.
3. Subject to paragraph 5 below, any booking will be regarded as firm when the required deposit has been received. The deposit may be forfeit if the booking is not then pursued. In addition, if the booking is cancelled within 14 days of the intended event the hirer may, at the discretion of the school, be liable to all or part of the hire charge.
4. The hire charge and bond must be paid to the school no later than midday on the last business day before the event.
5. The school reserves the right to impose any bond and to vary its deposit requirements and charges as it sees fit.
6. The school reserves the right to refuse to hire the building to any applicants. Even though a booking may have been made and a deposit paid the school shall have the power to cancel the booking and return the deposit, bond or hire charge. In this case, the school will give the hirer the reason for its decision and the hirer will have no claim for loss or damage of any kind as a result of that decision.
7. No hirer may transfer or sublet the booking to another person or group without written consent of the school.
8. The school will not permit anything to be done in the building or its environs which is illegal, disorderly or offensive. The school is the sole judge of whether an activity is disorderly or offensive and this may involve consultation with the Police.
9. Where decorations are planned, the hirer is to notify their intentions at time of booking. The hirer must exercise due care in decorating the building and must make good to the school's satisfaction any surfaces damaged by decorations.
10. The hirer will be responsible for making good to the school's satisfaction, any loss or damage to property, furnishings or equipment.
11. The hirer will be responsible for removing any confetti, chewing gum or other objectionable material from the premises.
12. The directions of the Principal, Office Manager and Caretaker or their designated nominees must be observed at all times. These people, along with the Police and the Fire Service, shall have the right of entry to the building at all times.
13. The hirer must keep all exits useable at all times.
14. Parking restrictions (yellow lines and signs) are to be complied with. Vehicles restricting emergency vehicle access may be towed away at the hirer's expense. Where buses and large numbers of cars are anticipated, parking is to be planned specifically with the school caretaker.
15. The hirer must conform to all licensing laws. Any hirer who fails to fulfil the requirements of the law, for whatever reason, shall be responsible for the consequences of those actions including indemnification of the school for loss of revenue through loss of licence.
16. The hirer will be responsible to ensure that all facilities are left clean and tidy and in the condition the hirer found them in.
17. If the school facilities are not left in the order they were found in the school will use the bond money to restore the facilities to their original order

18. The hirer shall make adequate arrangements for the reception and custody of all chattels on arrival and during the hiring of the rented space. The hirer is also responsible for the removal of such chattels immediately upon termination of the hiring period.
19. The hirer by not removing all chattels and effects and giving up possession by the appointed time in the agreement form, will be liable to further charges and rental as may be determined by the school.
20. When any event is booked to immediately precede another engagement, the rented space used by the hirer shall be cleared within such time as may be required by the Principal or his/her nominee. Otherwise, the school shall be at liberty to remove all property of the hirer from the rented space. Any cost incurred in connection with the removal, shall be the responsibility of the hirer.
21. In the event of any dispute arising from this agreement, the school's policy on disputes will apply.
22. The hirer will meet the costs of any wrongful call-outs. This includes Fire Service, Security Service, Tradesmen and Caretaker Service.
23. **Hall Hours:** Closing time: 12 midnight. No noise or music allowed after 11pm. Quiet clean-up until 12.30am.
24. Hirers need to be aware that if event occurs that is a result of their actions i.e. a fire caused by a heater being left on, then the schools insurers will seek recovery from them. It is therefore at the hirer's discretion to take out liability insurance to cover such an event.

APPLICATION AND AGREEMENT FOR THE HIRE OF HAMPTON HILL SCHOOL FACILITIES

NAME OF HIRER: _____

NAME OF ORGANISATION: _____

ADDRESS: _____

CONTACT NUMBERS FOR HIRER -TEL _____ MOB _____

I declare that I am authorised to act on behalf of the above named organisation

I acknowledge receipt of a copy of the terms and conditions of hiring and have read them and agree that I shall be bound by and shall observe, perform and fulfil the terms and conditions hereinafter referred to and that such terms and conditions shall be deemed to be incorporated in and form part of this agreement and that I shall promptly and punctually pay to Hampton Hill School all monies which may now be payable or which may hereinafter become payable in respect of the hiring in respect of this agreement and the said terms and conditions.

I acknowledge Hampton Hill School is a totally smokefree environment 24 hours a day, 7 days a week and will ensure everyone using all Hampton Hill School facilities under this hire agreement will adhere to these smokefree conditions.

I agree that the said premises shall be used for the purpose of: _____

and for no other purpose and agree that I will pay charges for such hire in accordance with the printed terms and conditions attached.

Date(s) required: _____ Time(s) required: _____

SCHEDULE OF FACILITIES HIRED:		HIRE CHARGES:
Hall		\$
Classroom		\$
Boardroom		\$
Library		\$
Field		\$
Additional equipment		\$
Bond		\$
Total		\$
Deposit to be PAID NOW		\$
Bond to be PAID NOW		\$
BALANCE DUE BY:		\$

I (Named Hirer): Mr/Mrs/Ms (circle one) _____

(First Name) (Surname) on behalf of _____ (organisation)

I accept these conditions and rules for the term of our hireage

Signature of Applicant: _____ Date: ___/___/___

Signature of Principal: _____ Date: ___/___/___