St Joseph’s Hall – CONDITIONS OF HIRE AGREEMENT

PLEASE READ CAREFULLY
1. The hire of St Joseph’s School Hall shall be subject to these Conditions of Hire and any other terms and conditions specified in writing by St Joseph’s or by an Authorised Officer.
2. In these Conditions unless the contrary intention appears - “Authorised Officer” means an officer, employee, agent or contractor authorised by St Joseph’s for a specified purpose relating to the management of the School Hall. “Function” means any function for which the School Hall is hired.

APPLICATION
Application for the use of the School Hall on a casual or permanent basis must be made on the form provided for that purpose by St Joseph’s. A verbal booking will be honoured for only one week from the time of enquiry. After that time notification will be given of any subsequent query for the date, and twenty-four (24) hours given for a deposit to be paid or the booking deleted.

BOOKING DEPOSIT AND PAYMENT
The charges for hire of St Joseph’s School Hall shall be as specified on the application form. At the time of booking the facility the hirer shall provide a non-refundable deposit of $100.00, or other amount deemed suitable by the Authorised Officer, which secures the booking. The balance of the hire fee shall be paid no later than eight (8) days prior to the function.

SECURITY BOND
A bond of an amount specified by the Authorised Officer shall be paid by the hirer no later than eight (8) days prior to the function. The bond may be retained by St Joseph’s as a security for any damage, abnormal cleaning or breach of the conditions of hire of St Joseph’s School Hall (including the kitchen) or surrounding areas, as determined by the Authorised Officer. The hirer may also be liable for any amount in excess of the amount of the bond which is needed to cover abnormal cleaning costs or the cost of repairs required as a result of damage to St Joseph’s School Hall or any of its fittings, contents or surrounding areas during the period of the hire.

REFUND OF SECURITY BOND
After receiving a report from the Authorised Officer as to the state of St Joseph’s School Hall after a function, St Joseph’s shall refund to the hirer the full amount of the bond, less any deductions made in respect of abnormal cleaning or repairs, within fourteen (14) days of the function, unless there is damage which cannot be assessed within that time. If any deductions are made from the bond, or the hirer is considered liable for amounts in excess of the bond, St Joseph’s shall inform the hirer of the reasons for such deductions or additional amounts. Deductions of $20 or less shall incur a minimum penalty of $20.

ABNORMAL CLEANING
Failure to remove empty bottles and rubbish from St Joseph’s School Hall on the night of the function and/or any food remains left within St Joseph’s School Hall and/or excessive spillage of food and drinks, etc. will be regarded as abnormal and the hirer shall be liable on demand by the Authorised Officer to pay the full cost of such excess cleaning or other requirements as determined by the Authorised Officer.

CANCELLATION OF BOOKING
a) St Joseph’s reserves the right to cancel any booking of St Joseph’s School Hall at any time prior to the intended commencement time of the function if we have concerns about security, safety, suitability or compliance with conditions. Notice in writing of cancellation of a booking will be given not less than seventy-two (72) hours before the proposed commencement time of the function, except in circumstances of emergency.
b) St Joseph’s shall not be liable for any injury, damage or loss suffered by the hirer or any other person as a result of cancellation of a booking in accordance with paragraph (a) of this clause.
c) As soon as practicable after cancellation of a booking in accordance with paragraph (a) of this clause St Joseph’s shall refund to the hirer all monies paid to St Joseph’s in respect of the booking.
d) A hirer may cancel or transfer a booking by notification in writing. In the event of cancellation by the hirer the deposit paid is not refundable.
**LIMITS ON HIRING ACCESS**

a) The hirer shall be entitled to use only those parts of the hall specified in these Conditions or by the Authorised Officer, and shall vacate St Joseph’s School Hall at the time specified.
b) Access for set up prior to a function can be arranged with the Authorised Officer. Saturday mornings or afternoons are usually available for this purpose. A Saturday evening function may not commence before 6.00 pm.
c) Time limits must be strictly observed. Evening functions and music must finish by 12.00 midnight.
d) The hirer shall be responsible for supervising the departure from St Joseph’s School Hall of patrons, caterers, band members and other visitors by 12.30 am. Quiet clean up is allowed after this.
e) The Authorised Officer of St Joseph’s shall at all times be entitled to free access to any part of the building.
f) A hirer shall use the facility only for the purpose specified in the application form and shall not assign or transfer hire or his/her right to use St Joseph’s School Hall to any other person or organisation.

**OBSSTRUCTIONS**
The hirer shall comply in every respect with regulations under the Health Act 1958 with regard to public buildings for the prevention of overcrowding, and obstruction of gangways, passages, corridors or any other part of the building. Any person causing an offence against such regulations may be removed from the building by an Authorised Officer or by a member of the police force.

**DECORATIONS AND FITTINGS**
The hirer shall not attach or fix anything to the walls, floors or any part of the building, or use candles, without the express approval of the Authorised Officer. No sticky tape, blu-tack, nails etc. are to be used. All decorations, string etc. are to be removed at the end of the function. The use and erection of any fittings and stage equipment must be approved by the Authorised Officer.

All such items (including catering equipment) must be removed immediately after the function.

**PROTECTION OF FLOORS**
Hirers shall carry out such directions as may be issued by the Authorised Officer for the protection of floors from stains or damage, and shall especially protect carpets from spillage and soiling, and the dance floor from surface damage.

**CATERING**
Hirers can arrange their own catering or use the services of a caterer recommended by the Authorised Officer.

**INSURANCE & INDEMNITY**
The hirer shall not do or neglect to do or permit to be done or left undone anything which will affect the St Joseph’s School insurance policy relating to fire or public risk in connection with the Hall, and the hirer hereby agrees to indemnify the School to the extent that such policies are affected through any such commission or omission. The hirer shall indemnify St Joseph’s School and keep the School indemnified from and against all actions, suits, proceedings, claims, demands, damages, costs and liabilities whatsoever brought, prosecuted, made or claimed (as the case may be) against the School for or on account of or arising out of or in any way connected with the loss of life, personal injury to damage to or loss of property suffered or sustained in consequence of the acts, omissions, neglect or default (including negligence) of the hirer or any servant or agent of the hirer or of any person claiming through or under the hirer during the period of the hire.

The hirer is responsible for security for the duration of the hiring period. Unsecured premises must not be left unattended.

It is recommended that additional insurance be taken by hirers to cover injury to persons or damage to property through the actions or negligence of themselves or attendees at the function.

**PERFORMING RIGHTS**
The hirer shall obtain all necessary consents and licenses before producing or performing any dramatic or musical work or conducting any other activity, which is subject to copyright. The hirer also indemnifies the St Joseph’s School against any claim arising in breach of copyright or any other infringement of intellectual property rights.
RESTRICTIONS
a) Smoking is NOT permitted in the School Hall;
b) No lotteries, gaming or betting may take place in any part of St Joseph's School Hall or its surrounding areas;
c) No animals shall be allowed in the building or its precincts without the consent of the Authorised Officer;
e) The orderly behaviour of persons attending the function must be ensured by, and is the responsibility of, the hirer;
f) All tables must be covered with a tablecloth and left clean;
g) DO NOT drag tables and chairs across the floor when setting up or putting away;
h) DO NOT stand on tables or chairs. The tables are heavy and two people must be used when moving them;
i) No kegs allowed. All bottles and rubbish must be removed on night of function;
j) No chewing gum may be left on furniture or any part of the premises;
k) Music volume must be moderate;
l) Domestic voltage is used. Systems must not be overloaded or modified in any way;
m) Extra Conditions for 18th Birthdays or Underage Events must be complied with and they must be registered with the local police.

VACATION OF PREMISES
Premises must be cleaned and left tidy, locked and entirely secured in accordance to the ‘CHECKLIST FOR VACATION OF PREMISES’.
Premises must be vacated prior to 3.00am and alarm set.
If premises are not vacated by 3.00am or the alarm is not set prior to this, the alarm will automatically be turned on by the security system. Automatic setting of the alarm will give rise to an invoice from the security firm. Any invoices received from the security firm in relation to the hire will be deducted from the bond.

DISPUTES
In the event of any dispute or difference arising as to the interpretation of these conditions, or of any matter contained therein, the decision of the Authorised Officer shall be final and conclusive.
St Joseph’s Hall – GENERAL INFORMATION

Read the ‘CONDITIONS OF HIRE’ carefully. The following is general information only.

FACILITIES
Hall (caters for 160 at tables); large dance floor; toilets (+); off-street parking; trestles (10 long-seat 12; 10 round-seat 8; chairs (200); kitchen with fridge, oven, 2 microwaves, pie warmer; crockery/cutlery/glasses (for 100); assorted utensils, oven trays, etc.

We provide: toilet paper, washing up detergent, cleaning equipment, and vacuum. Please bring: tablecloths, tea-towels, rubbish bags or crates.

CHARGES
Fees are at the discretion of the Authorised Officer. Usual fees are:

- Monday to Thursday evening (regular use): $25.00 per hour (includes GST).
- Monday to Thursday evening (casual use): $30.00 per hour (includes GST).
- Fri/Sat evenings 6:00pm – 12.00am: $300.00 (includes GST) + $300.00 bond.
- Sunday 10.00am – 4.00pm: Fee + bond (as determined by the Officer) OR $30.00 per hour.

PAYMENTS
Deposit: Paid at time of booking. Usually $100 – non-refundable. Secures the booking.
Balance: Due 8 days prior to function. Equals fee minus deposit already paid.
Bond: Due 8 days prior to function. Usually returned within 14 days after function.

ACCESS & TIME LIMITS
Set up: By arrangement - usually Saturday during the day, or from 4pm Friday, if available.
Start: Evening functions may not start before 6.00pm.
Finish: Function and music must cease at 12.00 midnight. Guests etc must depart by 12.30pm. Quiet clean up may continue after this until 3am.

LIABILITY
Your signature on the Application Form indicates your agreement to abide by all the CONDITIONS OF ST JOSEPH’S HALL HIRE, plus any additional terms. It is recommended that additional public liability insurance be taken by hirers. Sporting and commercial groups must provide a copy of current insurance certification. All licenses and permissions are the hirer’s responsibility. Security is the hirer’s responsibility. Unlocked premises must not be left unattended.

DECORATIONS/EXHIBITS
Decorations may be tied - no sticky tape, blu-tack, nails, candles or naked flames without express approval. A limited number of hooks are installed.

CATERING
Hirers generally arrange their own catering.

RESTRICTIONS
No smoking, gaming, animals, kegs or chewing gum. Supervision of children and orderly behaviour of guests must be ensured. Tables, chairs and flooring must be protected from damage as stated in the Conditions of Hire. Electrical systems (domestic voltage) must not be overloaded. Music volume must be moderate.

Premises must be left clean, tidy and unencumbered, and key returned, according to the CHECKLIST FOR VACATION OF PREMISES.
APPLICATION FOR HALL HIRE
Please complete and return with deposit to Hall Manager: Mrs. Sue Lucas.
Enquiries can be made at the school office: PH: 59671183

HIRER NAME/COMPANY: ............................................................................

PROPOSED DATE OF HIRE: ...................................................................................................

CONTACT PERSON: .................................................. DRIVERS LICENCE: ....................................

RESIDENTIAL ADDRESS: ........................................................................................................
........................................................................................................................................ POSTCODE: ..........................

HOME PHONE: .................................................. MOBILE: ...........................................

TYPE OF FUNCTION: ...........................................................................................................

NUMBER OF EXPECTED GUESTS: ............................................................................................

IS THE EVENT REGISTERED WITH THE POLICE? YES/NO.

SECURITY IS PROVIDED BY: ...................................................................................................

OTHER PARTICULARS: ...........................................................................................................


I agree to comply in all respects with the Conditions of Hire Agreement, and I / my organisation accept(s) responsibility for any loss or damage to buildings, equipment or persons. I am aware that the function and all music must cease by 12 midnight, that noise must not be excessive, that the premises and rubbish must be left as stated on the Checklist and as stated in the Conditions of Hire Agreement, and that penalties apply for failure to comply with these and all the other conditions of hire.

NAME: .............................................. SIGNED: .................................................. DATE: / /20

Deposit (non-refundable) of $ ............... is enclosed. (Payable to “St Joseph’s School”)

OFFICE USE

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