



SAINT BRIGID'S SCHOOL COLLIE

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St Brigid's Hall Booking Guide, Agreement and Conditions of Hire GUIDE

Regular Bookings		
Length of time	Rate	Deposit
Hourly Rate	\$20ph (min 2 hour)	As agreed on "Hire Agreement"
½ Day Rate	\$60 (up to 5 hours)	
Daily Booking	\$100 (5 hours plus)	
Nightly Booking	\$150	
Single Event Bookings		
Length of time	Rate	Deposit
Evening Event	\$250	\$400
Day Event	\$150	\$200
½ Day	\$100	\$200
Enrolled Families		
Enrolled families are entitled to a discount (up to 20%) on some bookings. See Office Staff for further details.		
Not For Profit/ Fundraisers/ Community Events/ Community Meetings		
We will endeavour to support community events, fundraisers and not for profit activities as best we are able. Please direct your enquiries to the front office of St Brigid's School		

AGREEMENT

1. The Hirer agrees to pay the School the sum of \$ for use of the School Hall.
2. The School is not liable to the Hirer for any loss suffered by the Hirer arising out of the Hirer's use of the Parish/School Hall. The Hirer releases the Parish/School from any claim made against the Parish/School arising out of, in connection with or caused by the Hirer's use of the Parish/School Hall.
3. The Hirer indemnifies the School from and against all claims, demands, actions, costs and expenses arising out of, in connection with or caused by the Hirer's use of the Parish/School Hall.
4. The Hirer agrees to effect public liability insurance for an amount of not less than \$10 million per occurrence and to provide a Certificate of Currency to the School prior to commencement of the hire period. The Hirer agrees to keep the policy in force for the duration of the hire period.
5. The Hirer agrees to reimburse the School for the full cost of repairing any damage caused to the School Hall, its facilities and any other property owned by the School.
6. The Hirer agrees to notify the School of all injuries or damage arising out of the Hirer's use of the School Hall within 7 days of becoming aware of the injury or damage.
7. The Hirer acknowledges receipt of the Conditions for Hire of the School Hall and agrees to those conditions.

Signed for the Hirer:

Signed for the School:

Name.....

Name.....

DL Number.....

Title.....

Date.....

Date.....

Phone.....

Hall Hire Checklist Completed: Yes/No

Public Liability Insurance

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All Groups/Organisations/Businesses require Public Liability Insurance to be attached (not covered under Saint Brigid’s Insurance)

Pre Booking Details	
Agreement period dates:	Frequency of activity/booking type:
Duration of activity:	Bond Paid:
Agreed Cost:	
Post Booking Details	
Bond amount returned:	Reason:
Signed by HIRER:	Signed by St Brigid’s School:

CONDITIONS OF HIRE

1. Application

- a. Applications for use of the Parish/School Hall are made by completing the Hall Hire Agreement supplied.
- b. Charges for use of the Hall must be paid at the time of application or in the case of ongoing use, by arrangement with the booking officer.
- c. A signed Hall Hire Agreement is conclusive evidence that the Hirer accepts these conditions of hire.
- d. The right to accept or refuse the application is at the discretion of the Booking Officer.
- e. In the event that this application is rejected, all monies paid will be refunded immediately.

2. Cancellation

- a. The Hirer may cancel its booking by written notice to the booking officer at any time before the hire date.
- b. All monies will be refunded to the Hirer upon receiving written notice of the cancellation less \$20 cancellation fee.
- c. The Booking Officer may cancel the booking by written notice to the Hirer at any time before the date of hire if the Booking Officer becomes aware that any event, good or service proposed to be held or provided by the Hirer is objectionable, dangerous, is prohibited by law or would be otherwise be detrimental to the School.

3. Hirer's Liability

- a. The Hirer must pay a bond of TBC (as per guide) to the Booking Officer upon acceptance by the Booking Officer of the Hirer's application.
- b. The Hirer must not do or allow to be done on or in relation to the Hall anything which may or does cause damage.
- c. Nothing is to be attached to the walls, floors, curtains or any part of the buildings, nor shall signs, scenery etc be erected without the express permission of the Booking Officer.
- d. The bond will be refunded in full provided that no damage is done to the Hall and the surrounding property is left clean and tidy.
- e. Should any damage occur, the booking officer's assessment shall be final.
- f. Should the Hirer lose the keys and replacement locks be necessary, liability for this cost will rest with the Hirer.

4. Disputes

- a. In the case of any disputes arising, the decision of the School will be final.

5. Condition of the Hall

- a. The Parish/School makes no warranty or representation to the Hirer about the condition of the Hall or its suitability for the Hirer's purpose.
- b. The Hirer acknowledged that they have inspected the Hall and warrants that the facilities are suitable for the Hirer's purpose.
- c. The condition of the Hall should be left in the same condition as the Hirer found it noting:
 - Chairs are to be stacked neatly
 - All rubbish is to be removed from the Hall.
 - Toilets are to be cleaned and swept.
 - All external doors are to be locked.
 - Hall must be left armed. Any security callout will be charged \$70 due to not arming the school correctly
 - Hall is to swept (and mopped as required)
 - The Hirer may forfeit part/all of the deposit at a rate of \$50 per hour for cleaning charge (as determined)

5. Use of the Hall

General

- a. The Hirer must not breach any of these Conditions of Hire.
- b. Use of the Hall by the Hirer is at the risk of the Hirer at all times.
- c. The School will not be responsible for the acts or omissions of contractors engaged by the Hirer. It is recommended that Hirer ensures all contractors have public liability insurance.
- d. No sales of any kind are permitted without prior approval.
- e. Sub-letting of the Hall is not permitted.
- f. Persons authorised by the Booking Officer shall at all times be entitled to free access to all parts of the building.
- g. The Hirer is aware that the Hall is in a residential area and that all persons attending the Hall must refrain from any behaviour which could be reasonably construed as disturbing the neighbours or infringing on a person's property and/or rights.
- h. The Hirer of the Hall and guests are confined to the Hall and its accompanying facilities, this does not extend to any other property owned by the Parish/School.

- i. Guests are asked to park in the car park or in the street.
- j. Any cars parked on the School grounds must be removed by midday when the gates are locked.
- k. The Parish/School accepts no responsibility for private property left in the Hall.

Kitchen Facilities

- a. If Kitchen Facilities are to be used, all appliances must be left in a clean and tidy condition.
- b. No food or drink may be left in the Hall and/or facilities.
- c. All rubbish must be removed from the Hall and placed in the appropriate bins.
- d. Fridge must be left off and open

Planned Activities/Entertainment

- a. Any planned activities or entertainment must be submitted for approval prior to the hiring period.
- b. Entertainment that is not in keeping with the values and standards of the Parish/School will not be permitted.
- c. Noise must be contained within the requirements of the council. Music must cease at midnight on Fridays and Saturdays, 10:00pm on Sundays and 11:00pm on all other days.
- d. It is the responsibility of the Hirer to obtain any necessary permits from the relevant authorities as required for planned activities.

Alcohol

- a. Approval for the consumption of alcohol may be withheld at the discretion of the booking officer.
- b. Under no circumstances shall liquor be sold until approval from the booking officer has been obtained and the necessary liquor permit is sighted at the time of obtaining the Hall key and payment of the bond.
- c. Normal liquor regulations apply. Alcohol is not to be served to guests under 18 years of age.

Smoking

- a. Smoking is not permitted in the Hall