

**ST ALBANS EAST PRIMARY SCHOOL**  
STATION AVENUE  
ST ALBANS 3021



**DATE OF HIRE**

/ /

**Telephone: 9366 2071 FAX 9366 4237**

**APPLICATION FOR HIRING ST ALBANS EAST PRIMARY SCHOOL HALL**

I \_\_\_\_\_ Phone Number \_\_\_\_\_  
(Name in block letters)

of \_\_\_\_\_  
(Address in full)

on behalf of \_\_\_\_\_  
(Full name of Organisation, Society, etc.)

hereby apply to hire the undermentioned premises, as indicated, for the Purpose of \_\_\_\_\_

to be held on \_\_\_/\_\_\_/\_\_\_ from 5.00 pm Saturday to 1:00 am Sunday. I certify that I have obtained a copy of the conditions of hire relating thereto and undertake to comply in all respects with such conditions should the application be granted.

**LIQUOR CONSUMPTION:** Will alcoholic drinks be available at this function: YES  NO

If you are SELLING liquor at this event, a Temporary Limited Liquor Licence may be applied for on line at [www.vcglr.vic.gov.au](http://www.vcglr.vic.gov.au) and a copy must be given to the school.

DATE: \_\_\_\_\_ SIGNED: \_\_\_\_\_

<b>DEPOSIT</b>	Receipt No. _____	Date: _____	Amount: \$ _____
<b>HIRING FEE</b>	Receipt No. _____	Date: _____	Amount: \$ _____
<b>BOND RETURNED:</b>	_____	Date: _____	Amount \$ _____
<b>DIRECT DEPOSIT DETAILS:</b>	BSB: _____	Account Number: _____	
<b>APPLICATION RECEIVED BY:</b>	_____	Date: _____	

Copy given to: Cleaners <input type="checkbox"/>
<b>(Copy of this form to be given to Hirer)</b>

# HIRE AGREEMENT TO USE SCHOOL PREMISES

**St. Albans East Primary School Council** (“Licensor”)

**hereby authorises:**

..... (“Licensee”)  
(name and address of user)

under section 2.3.11 of the Education Training and Reform Act 2006 to use the school premises described in item 1 and the facilities (if any) described in item 2 on the days and between the hours specified in item 3 solely for the purposes described in item 4 in consideration of payment by the Licensee to the Licensor as specified in item 5 of the schedule below subject to the following conditions:

## Conditions

1. By signing this Agreement the Licensee or its authorised person acknowledges understanding and agreeing with these conditions.
2. This Agreement is not exclusive to the Licensee.
3. The Licensee will use the premises and facilities (if any) at the Licensee’s own risk.
4. The Licensee must ensure that the premises and facilities used under this Agreement are left clean, tidy and secured before vacating the premises.
5. The Licensee will ensure that its use will comply with Victorian Government policies applicable to use of school premises.
6. The Licensee must ensure (at the Licensee’s own cost) that the use of school premises and/or facilities under this Agreement is fully insured under public liability insurance.
7. If the premises are not available for use as specified in item 3 and the Licensee has paid in advance, the Licensor will refund part of the licence fee, calculated pro rata, but will not additionally compensate the Licensee.
8. The Licensor, on giving reasonable written notice to the Licensee at the Licensee’s above address, in the exercise of its absolute discretion for any reason whatsoever may terminate this Agreement. Compensation for termination will be limited to a pro rata refund of any fees paid in advance.
9. The Licensee must ensure that school premises or facilities are not altered or damaged as a result of or in connexion with this Agreement.
10. The Licensee will reimburse the Licensor, within 14 days of demand, the total expense incurred by the Licensor in repairing any damage (apart from fair wear and tear) to school premises or facilities arising from the use of the school premises.
11. The Licensee must ensure that no neighbouring occupier and no legitimate user of the school premises is disturbed by or as a result of this Agreement.
12. The Licensee releases and indemnifies the Licensor and the State of Victoria and all persons acting on their behalf from and against liability, including negligence, for all loss and injury, except loss or injury for which the Licensor or the State of Victoria is mainly liable, sustained by the Licensee or any other person in the performance of, or in connection with, this agreement.
13. This Agreement may not be assigned without the written consent of the Licensor.
14. Any variation to this Agreement must be in writing signed on behalf of both parties.
15. The Licensee must, in performing its obligations under this Agreement, comply with all relevant statutes, regulations, by laws and requirements of any Commonwealth, State, Territory or local authority, and must comply with all relevant State of Victoria and Department of Education and Early Childhood Development policies and procedures.

**SCHOOL COUNCIL**

SIGNED on behalf of

St Albans East Primary School Council  
(name of school council)

by.....  
(signature of authorised person)

.....  
(print name)

the ....day of .....20....  
in the presence of:

.....  
(witness's signature)

.....  
(print name)

**LICENSEE**

SIGNED on behalf of

.....  
(name of user)

by.....  
(signature of authorised person)

.....  
(print name)

the .....day of .....20....  
in the presence of:

.....  
(witness's signature)

.....  
(print name)

## Schedule

### **Item 1 – School Premises:**

#### **AREAS COVERED BY HALL HIRE**

Hire of the hall includes the following areas:-

- a. The main hall
- b. Hall foyer and kitchen
- c. Toilets

All other areas, such as storerooms and offices, are strictly out of bounds.

### **Item 2 – School Facilities:**

#### **CLEANERS**

Hall cleaning by our cleaner after a function involves basic sweeping only. If any additional cleaning is required due to hirers not completing their requirements, the relevant charge for this will be deducted from the hirer's bond money (note this charge will be at current overtime cleaning rates). Hirers are advised to leave the hall exactly as they found it -ie. in a clean condition. Should you find the hall in an unclean condition prior to holding your function, please advise the Principal.

Hall Floor should only be cleaned with **WATER.**

#### **DECORATIONS**

All decorations are to be attached with blue tac only. All decorations and adhesive to be removed from the hall by the hirer after function during pack up time. A fee will be deducted if decorations or adhesive is found after the usage.

#### **SECURITY**

Please ensure when first entering the hall, you turn off the security alarm and when everyone has vacated, turn the alarm system back on. The alarm panel is located in front of the kitchen to the right next to the office door. (see attached for instructions on using the alarm).

If the alarm system is incorrectly used, the Department of Education Security & Emergency Management Service will attend. The full cost of the invoice (\$140) including GST from the Department of Education and Training will be deducted from your bond.

The hirer is responsible for seeing that the hall is securely locked prior to any departure, gates are to be locked. Fobs, swipe cards, keys and locks are valued at \$100.00 each. The loss of any item will be deducted from bond money.

#### **FURNITURE**

The school provides approximately 200 Chairs and 30 Plastic Top Tables (seating 8-10 people each) with the hire fee. If you require any more, you would need to make other arrangements. The stage is available most times by prior arrangement. At the conclusion of the particular function, furniture should be stacked where it was located when you first entered the hall.

**PLEASE DO NOT DRAG CHAIRS OR TABLES OR STAGE BLOCKS ACROSS THE FLOOR**

#### **CAR PARKING**

Limited car parking is available in the staff car park. Any damage caused by people parking within the school grounds may result in the loss of bond.

## **HEATER OPERATION**

There is a small grey box on the wall to your left when you enter the hall.

### TURN ON

Put key in and turn to the right.  
Leave key in to keep the heater on.

### TURN OFF

Turn key to the left and take  
key out this will turn the heater off

## **RUBBISH**

Please put all your rubbish into the **BLUE BIN**. One of the hall hire keys will open the padlock.

## **COOKING**

Cooking should be confined to the kitchen area

## **INSURANCE**

Public Liability Insurance is covered in the hall hire fee.

## **Item 3 – Days and Hours of use:**

**SATURDAY 5pm UNTIL 1am SUNDAY (unless otherwise agreed to)**

## **ELECTIONS**

Should the Government call an early election, the school may have to re-negotiate the date or venue.

## **Item 4 – Conditions of use:**

### **SWIPE CARD/KEY COLLECTION AND RETURN**

These are to be collected from the school office by **1.00 p.m. on the day preceding** a weekend booking.

These must be returned to the school office on the next business day. The responsibility for the swipe cards/keys and their use remains with the hirer.

### **NOISE LEVELS**

The school is in a zoned residential area and therefore hall hirers are required to ensure that noise from their activities do not cause disturbance to local residents.

Particular care should be taken on departure to keep car noise to a minimum. There should be **NO SOUNDING OF CAR HORNS**. Cars should be driven slowly from the area.

### **MUSIC FINISHING TIME**

All music must finish at 12 midnight. This requirement is to be strictly enforced. Security will attend between midnight and 12.30am to ensure that this condition is being met.

### **LIQUOR CONSUMPTION**

The law relating to the consumption of alcohol must be abided by. Should you believe a licence is required, contact your local police station. They will advise you.

### **NO CONSUMPTION OF ALCOHOL IS PERMITTED OUTSIDE THE HALL.**

### **SUPERVISION OF CHILDREN**

The hire fee applies only to the hall. Children are therefore not permitted to use other areas of the school. Children must be supervised by an adult at all times.

**Item 5 – Fee, and how and when payable:**

**DEPOSIT**

\$500.00 deposit (Bond) is payable on acceptance of the written application form and confirmation of your booking.  
\$1000.00 deposit (Bond) is payable for 16, 18 and 21 Birthday Parties. **EFTPOS facilities are available at the school office.**

**PAYMENT OF HIRE FEE**

The hall hire fee must be paid in full prior to collection the keys unless payment is to be made by cheque. Cheque payments must be received 7 days prior to hire. **EFTPOS facilities are available at the school office.**

Hiring Fee from 1/1/2017 to 31/12/2017

**Fees are reviewed annually and are subject to change from 1 January each year.**

**HIRING FEE \$450.00 inc GST for Saturday**  
**BOND \$500.00 (or \$1000.00) NO GST**

**BOND**

The \$500 (or \$1000.00) bond money will be refunded in full if all conditions are complied with.  
Bond money will be credited to the hirer’s account within 14 days of the hire date if all conditions of hire are met.

**CANCELLATION**


Cancellations must be in writing and the following fees will apply: (all fees are inclusive of GST)

- 1. When less than 30 days written notice is given a \$50.00 fee will apply
- 2. When less than 7 days written notice is given the \$500.00 deposit will be forfeited.

**PAYMENT OPTIONS:**

Payment can be made at the school office in person or you may post the form to the school marked to the attention of the Business Manager, St Albans East Primary School, Station Avenue St Albans 3021. Please do not send cash in the mail.

- 1. Cash - only in person
  - 2. Cheque - either in person or via mail with your application form.
  - 3. EFT Transfer to Bank MECU BSB:313 140 Account Number: 12062698
- EFTPOS – either in person or via the form below with your application




 **ST ALBANS EAST PRIMARY SCHOOL**  
Phone: 9366 2071

STUDENT NAME .....

ROOM ..... I.D. NUMBER

PAYMENT FOR .....  
( Excursions / Sport / Contributions / Fees etc )

AMOUNT \$  :  Cash  **NO CHANGE GIVEN**  
Cheque  (✓ Please tick)

Bankcard   Visa   Mastercard 

Card No.  -  -  -

Cardholder's Name ..... Expiry Date  -

Cardholder's Signature .....

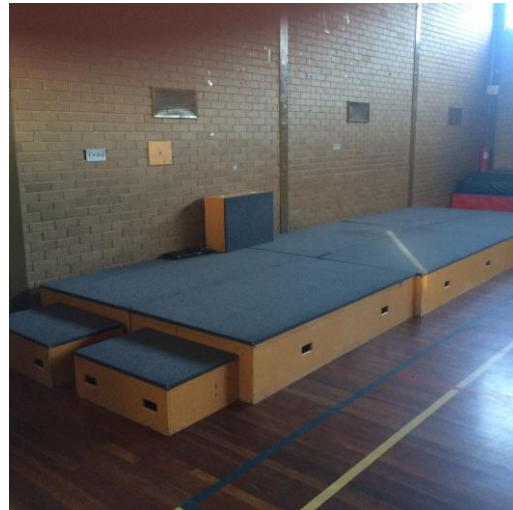
**CREDIT CARDS CANNOT BE USED FOR PAYMENTS LESS THAN \$10**

**Any Furniture Moved Must be Placed In Its Original Place**

Please Ensure All Tables And Chairs Are Stacked As Shown Below  
No more than 8 chairs per stack



If The Stage Is Rearranged Please Place It Back Into Its Original Shape As Shown Below



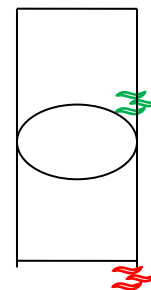
**Hall Security**

**When you enter:**

Hold fob in front of security pad – you will hear some beeps.  
Remove fob & **red light will go off** & **green light will come on.**

**When you leave:**

Hold fob in front of security pad – you will hear some beeps.  
Remove fob & **green light will go off** & **red light will come on.**



**Green Light**

Place fob here

**Red Light**

**EMERGENCIES**

**DET SECURITY: 9589 6266**

**Police: 000**

**Maintenance/Emergencies: Cheryl- 0403 426 524**

Departmen

## ST ALBANS EAST PRIMARY SCHOOL

### *CHECK LIST FOR HALL HIRERS:*

- Ensure all gates are locked on departure – **cost of lost padlocks is \$100.00 each.**
- Security must be turned off when entering the hall and turned on when leaving. Failure to do this will result in a \$140.00 fine from the Department of Education Security Department
- Music must finish at 12:00 Midnight**
- Everyone must be vacated from school premises by 1:00am.**
- All rubbish must be placed in the Blue Dumper.
- Please ensure all belongings are taken when you leave. The school takes no responsibility for any goods/possessions left behind.
- Contract Cleaners clean the hall at 7:00am on Sunday morning as the hall is hired out to another group. You are not permitted to be on site outside of your hire hours.
- Heater to be turned off on departure – failing to do this will result in extra heating costs taken from your bond money.
- Keys/security fob – to be kept in a secure place and returned to the school office first working day after your function – Any lost items will be replaced from your bond money.

*We hope your function is a successful one.  
Thank you for hiring our facilities.*