



St James Primary School Hall (MPC) Hire Protocol & Application Form

HIRE AREA	COST PER FACILITY
Hall, kitchenette & toilets only	\$50.00 per hour or \$250.00 for the day
Tables & chairs	\$10 per hour or \$50 for the day
Audio Visual & Microphones	\$10 per hour or \$50 for the day

50% Discount for staff hiring & 25% discount for current families of St James Primary Hiring

I hereby make application for hire of the St James Primary Multi-Purpose Hall.

1. Date (including day of week) _____
2. Period (time) From: _____ To: _____
3. Type of Function _____
4. Hirer (Name of organisation, person etc.) _____
5. Number to attend function (approx.) _____
6. Is alcohol to be served? Yes No
7. I undertake to be responsible for payment of the hall rental, **PRIOR TO THE FUNCTION/S BEING HELD**, for the hire of the facilities required and for payment of any other charges arising out of my engagement, in accordance with the Rules and Conditions outlined in this document, which I agree shall apply to and form the basis of this application.

Confirmation of this application will be made on payment of the required fees. I understand that the booking is only tentative until this is paid.

Date: _____ Signature: _____

Applicant's Name: _____

Address _____

Phone number: _____ Email: _____

Office Use Only

Hire Charge = \$ _____ Security Deposit (see item 3) = (when applicable) \$ _____

Public Liability Insurance (See Item 5) Copy - YES / NO

Cleaning Fee (see item 6) = (when applicable) \$ _____

Paid \$ _____ Receipt: _____ Date: _____

Signature of Hall Representative _____

{Please retain for your records}

RULES AND CONDITIONS APPLYING TO HIRING OF THE HALL

PRELIMINARY

In these rules and conditions,

- "Principal" means Principal of St James Primary or their authorised representative.
- "Hall" means the Multi-Purpose Hall (MPC) building and includes toilets and kitchenette area available to the hirer.
- "Hirer" means the responsible person, or accredited representative of a family, group, or organisation who has been authorised to act in this capacity.
- "Hall Management" means the Principal who is responsible for the management of the hall on behalf of St James Primary.

BOOKINGS

1. Application

Application for hire of halls is to be made, in writing, on the prescribed form and be signed by the person responsible for payment of fees and any other charges arising from the engagement and for the observance of these rules. Hirer must be aged 18 years or over.

2. Payment in Advance

The hiring charge is payable on application. In the event of cancellation, less than 2 weeks prior to the event a deposit (10% of the hire cost) will be forfeited unless the Hall is subsequently let for any other function.

3. Security Deposit

The Hall Management shall, at its discretion, require the hirer to lodge a security deposit that will compensate the Hall Management against cost of extra cleaning which may be occasioned, or making good any damage caused or which might be anticipated, and afterhours charges (see item 23), and if such deposit is not lodged the Hall Management will refuse to accept the engagement.

4. Right of Refusal

The School and/or Hall Management expressly reserves the right in its absolute discretion to refuse to accept any engagement or to cancel any engagement already made and the Principal and/or Hall Management shall not be liable in any way for any loss or damage.

5. Public Liability Insurance

- All Corporate Hirers must have their own current Public Liability Insurance. A copy of this must be sighted by the booking officer.
- Parish functions are covered by St. James Parish Public Liability with Catholic Church Insurances.
- School functions are covered by St. James Primary School Public Liability with Catholic Church Insurances.
- Private functions are required to provide their own public Liability insurance. A copy of this must be sighted by the booking officer.

6. Cleaning

The hirer can pay a cleaning fee in lieu of undertaking cleaning at the end of a hiring event. However, the Hirer remains responsible for leaving the venue in good order and condition (see items 12, 19 and 24 other than specific cleaning).

7. Security (Keys and Alarm Codes)

Hirers will be provided with an access key (collected from the School office the business day prior to the event and return the first business day after the event.) The hirer will be provided with a code to deactivate the alarm upon entry and activate the alarm upon departure.

8. Access to school

Under no circumstances (other than an emergency evacuation) are hirers or the patrons permitted to enter the school grounds or use equipment belonging to the school (e.g.: play grounds etcetera).

9. Kitchenette

Use of the kitchenette is included in the cost of hiring the hall, excluding the cutlery, coffee machine, etcetera.

Kitchen hire conditions;

- Please do not put food down the sink
- Wash benches down after use
- Take your rubbish with you
- Sweep the floor
- Turn off hot water systems
- If the kitchen was not in a clean and tidy state when you began your activity please notify the hall booking officer.

DURING THE FUNCTION

10. Emergency and Evacuation Procedures

The Hirer is responsible for evacuating the Hall in the case of an emergency and shall:

- Inform attendees on arrival what to do in an emergency (e.g.: exit points, assembly area etcetera.)
- Arrange for attendees to leave the building in the case of an emergency.
- Ensure that attendees proceed to the nearest designated assembly area (school oval).
- Conduct a head count to make sure all attendees have evacuated the building.
- Ensure that attendees do not return until advised by the Fire Brigade.

Evacuation Plans for the St James Primary Hall are clearly displayed inside the Hall.

Hirers will be responsible for all costs incurred in the case of a false alarm due to negligence or misdemeanour by the hirer or persons under their control.

Should an emergency arise after hours, such as power failure, blocked plumbing etc., please phone number 0455249488.

Should an after hours call-out be made to school for a matter other than an emergency, the hirer may be charged for the call-out time.

11. Fire Extinguishers and Equipment

Under no circumstances shall there be any interference with the fire fighting or other emergency equipment in the Hall except in the case of fire.

12. Exits, Aisles and Passageways

All exits, aisles, and passageways shall be kept clear and useable to ensure public safety.

13. Electrical Equipment

No connection to or interference with the electrical installation, lighting, fittings or other properties will be allowed without the permission of the Hall Management. All electrical leads and electrical equipment supplied by the Hirer must be currently tested and tagged by a licensed electrician.

14. Decorations

No nails, screw etc. may be placed in the walls, floors, furniture, or fittings of the Hall. All decorations must be removed from the Hall after use, and the Hirer is responsible for the

removal of all waste and unused materials after a function. Small amounts of blutak may be used to fasten decorations to walls and windows.

13. Maintain Order

The organiser of *public* functions are required to provide at least one (1) attendant per one hundred (100) persons attending who are capable of maintaining order at the function (in the case of events where alcohol is to be sold, see Item 14). The persons organising an event must register their event with the NSW Police Force at www.police.nsw.gov.au/online_services/party_safety. Party Safety also provides a basic summary of the most relevant laws that apply to organisers and guests including; planning the event; what to do if gate crashers attend or emergency services are required; tips on managing noise levels; drug and alcohol issues and; crowd management.

14. Responsible Service of Alcohol

If the Hirer is intending to sell alcohol at a function, they must obtain a liquor license available from Liquor and Gaming NSW at www.liquorandgaming.nsw.gov.au. Applications are required to be submitted before the date of the function (details on the website) and a copy should be lodged with the school and Local Police.

15. Hirer's Responsibility

One person shall be the Hirer and in charge of the function. The Hirer is responsible to co-operate with the Hall Management in the closing up of the Hall, turning off all lights etcetra and reactivating the alarm system.

16. Objectionable Items

The bringing into the Hall or the use therein of chewing gum, fireworks or naked flames is not permitted.

17. Floor Treatment

Hirers are requested to lift items when moving them around the hall.

18. Special Equipment

Under no circumstances shall any unauthorised person use or interfere with any fittings, or equipment in the hall, other than equipment brought into the hall by the hirer.

19. Damage

The Hirer shall be responsible for the cost of making good any damage caused to the building, furniture or fittings arising out of and in the course of his or her engagement, reasonable wear and tear alone excepted. All breakages must be reported to the Booking Officer upon return of the key.

20. Disorder

The Hirer shall be responsible for the maintenance of good order during the period of the engagement, and he/she will not permit or suffer anything to be done in the Hall or its vicinity which is disorderly or offensive.

21. Smoking

St James School (including the Hall) have been declared smoke free environments and smoking is prohibited in these facilities.

22. Noise

In organising and staging your function, please consider the interests of the Hall's neighbours. Noise levels must be kept to an acceptable level at all times. All music or amplified sound must cease at 12 midnight on Friday and Saturday nights, or nights preceding a public holiday, and 10:00pm all other nights in accordance with legislation from the NSW Environmental Protection Authority.

AFTER THE FUNCTION

23. Vacating Hall

Overtime charges for use of the Hall beyond the time to which it has been engaged will accrue at the rate fixed of \$50 per hour and must be paid by the Hirer, if the Hall is not vacated by all patrons within thirty (30) minutes after the expiration of the booking.

24. Cleanliness

The Hall must be left by the Hirer in a clean condition and all goods, properties, or materials brought in by the Hirer or any person on their behalf, must be removed from the premises no later than the expiration of the booking, unless special arrangements have been made.

The Hall must be left clean and ready for the next user. This includes:

- Sweeping the floor and mopping of any spillages.
- Wiping of benches and tables.
- No food or drink should be left in the refrigerator.
- Rubbish to be disposed of in the correct manner. Recycle where possible.
- Tables and chairs to be stacked and returned to the storage area.
- The outside area, including the car park to be free of litter.

Please report if the Hall was not found in a clean and tidy state prior to use.

The Hirer shall be required to provide a security deposit with the Booking Officer to ensure that the premises are left in a condition satisfactory to the Booking Officer, Hall Management, and Tweed Shire Council. See *Item 3*.

GENERAL

25. Acceptance of Conditions

St James Primary Hall is let on the rules and conditions abovementioned and the payment by any person of any sum by way of rental for any such Hall and the issue to any such person by or on behalf of the School of any receipt for such sum, shall be deemed to be acknowledged and acceptance by such person of the conditions and stipulations herein contained.

Any engagement of any kind shall be subject to the terms and conditions herein, of which is shall be taken that the Hirer is aware.

26. Authority

The general administration and control of the Hall is vested in Principal of St James Primary who shall exercise absolute discretionary powers for the good order and control of such premises.

27. Supervision

The Hirer shall have complete control and supervision over all means of ingress and egress and over the opening of the doors and the admission of the public.

28. Disputes

In the event of any dispute or difference arising as to the interpretation of the agreement or as to anything therein contained or as to the meaning of any of the terms and conditions, the decision of Principal thereon shall be final and conclusive.



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