CONDITIONS FOR HIRE AND USE OF THE GENERAL PURPOSE HALL

HIRE CHARGES

Permanent Hirer
Permanent Hall Hire fees are $25.00 (GST Incl) per hour with a minimum charge of $50.00 (GST Incl).
A booking is deemed permanent when specific days and times are allocated to a hirer on a weekly basis. Hirers must pay for each week of a term to qualify as a 'permanent hirer', otherwise they will be charged at the casual rate. Refunds will not be given when a hirer chooses not to utilize any of their permanent booking days.

The hiring period will run for the full duration of each school term – with the month of December being negotiable. The school terms for 2013 are as follows:
- 29th January - 28th March 1st Term
- 15th April - 28th June 2nd Term
- 15th July - 20th Sept. 3rd Term
- 7th October - 20th Dec. 4th Term

Dates during the school holiday periods can be applied for specifically and will be charged at the permanent hire rate for existing permanent hirers. Any hours used over and above the existing agreement must be booked through the school office and will also be charged at the permanent hire rate for existing permanent hirers.

All permanent hall hirers will be billed one term in advance.

Casual Hirer
Casual Hall Hire fees are $30.00 (GST Incl) per hour with a minimum charge of $60.00 (GST Incl) from Monday through to Friday 7.00 pm.
The weekend rate, which includes Friday, Saturday and Sunday – 7.00pm–1.00am, is a flat rate of $280.00 (GST Incl) for all casual hall hirers.

Any false activations of the security alarm will be billed at $150.00 (GST Incl) for each false activation – as required by the Department of Education, Employment and Training.

Maintenance Bond
A maintenance bond of $400.00 (GST Incl), is to be paid at the time of booking, or one month prior to using the facilities. It will be refunded after the function, provided the facilities are left in a clean and undamaged state. (See Clauses 12 and 17). Permanent hirers need to pay this bond only once on the occasion of their initial booking and it will be refunded at the termination of the hire period.
The following conditions apply only to the accommodation comprising Hall, Stage, Kitchen, Foyer, Change Rooms and Toilets. Application for use of other school facilities must be made to the Principal.

1. **Application**
   Application for the hire of the facilities must be made in the first instance by either writing to or telephoning the School. The Business Manager will handle the administrative details associated with the booking. Applicants must come to the school office to sign the Guarantee Form as required by the Directorate of Education and collect the keys. Applications must include the following information:

   - Name, address and telephone number of the applicant.
   - Purpose for which the facilities will be hired.
   - Special requirements.
   - Hours of hire.
   - Date/s required.
   - The name, address and telephone number of the person responsible for supervision of the use of the facilities.
   - The name, address and telephone number of a second person who is responsible for supervision of the use of the facilities.

2. **Hiring Charges**
   The hiring charges shall be those set out in the schedule prepared by the School Council and must be paid in full to the Business Manager at least 7 days prior to the hiring period, unless other arrangements have been made. Cheques should be made payable to the GlenWaverley Primary School. Payment for permanent bookings is due within seven days of receipt of the Invoice.

3. **Facilities available in the Hall and Kitchen:**
   - **Hall facilities:**
     - Stackable chairs - approximately 60
     - Trestles - 12
     - Piano (please do not move)
   - **Kitchen facilities:**
     - Continuous boiling water unit
     - All washing and cleaning utensils (tea towels, detergent, etc) must be supplied by the hirer.

4. **Cancellation of Casual Bookings**
   The Business Manager must be notified of cancellations at least seven (7) days in advance. Failure to do so will render the applicant liable to forfeiture of the hiring fee.

5. **Hirer’s Accountability**
   As indicated under Item 1 above, the hirer shall provide the name, address and phone number of two people who will be responsible for the supervision of the use of the facilities. Any infringement of these conditions of hire will be reported to these people, who will be responsible for the removal of individual offenders. No responsibility can be taken by the school for articles left on the premises by the hirer.

Glen Waverley Primary School
6. **Limit of Hiring**  
   The hirer may use only those facilities and parts of the buildings for which approval has been given.

7. **Right of Access**  
   The President of the School Council, the Principal, or their deputies shall at all times be entitled to free access to any part of the facilities being hired.

8. **Public Liability of the Hirer**  
   The hirer should ensure that either they are adequately covered by Public Liability Insurance or that they have obtained an indemnity from their participants, in the event that any participants claim against them for loss or injury resulting from the activities which they have organised.

9. **Attendants**  
   It will be the hirer's responsibility to provide attendants for the door and for security purposes, to prevent entry of undesirable persons during the hire of the facilities.

10. **Seating and Furniture**  
    The hirer may not move the piano except by prior arrangement with the Business Manager or Principal. On completion of each hire of the facilities, furniture must be returned to its original position and chairs must be stacked.

11. **Use and Care of Facilities**  
    The facilities shall be used only for the purpose stated in the application. No parts of the building may be pierced with nails, screws, etc. No fittings, advertisements, decorations, emblems, etc., shall be erected inside or outside the facilities without prior arrangement with the Principal. No marking shall be made on buildings, furniture or fittings. White soled or similar non-marking shoes are to be worn when games or sports are played. No stiletto heels. Due care is to be taken of toilets and fittings.

12. **Responsibility for Damage**  
    The hirer must sign the Directorate of School Education Guarantee Form (GC565) and must report any damage or breakage to the school within 24 hours. The cost of any such damage shall be assessed by the Principal or the School Council who may retain all or any part of the maintenance bond to effect repairs.

    Regular hirers must sign a new guarantee form at the beginning of each year.

13. **Smoking**  
   **SMOKING IS NOT PERMITTED ON THE SCHOOL PREMISES – BUILDINGS AND GROUNDS.**

14. **Gambling, Liquor and Disorderly Behaviour**  
    It is the responsibility of the hirer to ensure orderly conduct of the event and to obtain the appropriate liquor licence if required.

15. **Safety and Fire Extinguishers**  
    The hirer shall comply with the regulations under the Health Acts with regard to Public Buildings, particularly in relation to the obstruction of emergency exits.  
    **CARS MUST NOT BE PARKED SO AS TO RESTRICT ACCESS FROM THE CAR PARK INTO THE GROUNDS.**

Glen Waverley Primary School
A fire extinguisher is located in the main entrance foyer. A telephone is available in McDonald's restaurant in cases of emergency.

16. **Cleaning and Security**
After use, the hall, foyer, fittings and surrounding areas must be left clean, tidy and in good condition and the toilets must be flushed. It is the responsibility of the hirer to ensure that this is done before leaving the building. Cleaning equipment is provided in the toilets but detergent must be supplied by the hirer. The foyer and kitchen must be mopped if spillage has occurred. Floors must be swept and dirt placed in bins, all other rubbish must be taken away. If the hall is left in an unsatisfactory condition, the School Council may retain all or any part of the maintenance bond necessary to repair or clean it. Windows must be closed and all fans and lights switched off. Exterior security lights are separately controlled by a time switch. Doors must be locked and the double door at the west end of the hall must be bolted from the inside. The security alarm (which is situate beside the interior hall entrance door) must be turned off when entering the building and reactivated when leaving. Any false activations of the security alarm will be billed at $150.00 (GST Incl) for each false activation – as required by the Department of Education and Early Childhood Development.

17. **Heating**
Only authorised persons are permitted to operate the heating system. **Electric heaters are not permitted.**

18. **Keys**
Keys are available from the school office and must be collected and returned in school hours. The School Council ensures that only authorised persons obtain and have custody of these keys. Keys must be returned to the school office the morning after the hiring, unless other arrangements have been made with the Office Manager. If keys are lost, the hirer is responsible for replacing them and all associated locks and keys throughout the school.

19. **Car Park**
The staff car park is normally available when the facilities are hired.

**GLEN WAVERLEY PRIMARY SCHOOL COUNCIL**