



~BOOKING REQUEST FORM~

Name of Organisation

Organisation RepresentativePosition

Billing Address

SuburbStatePost Code

Telephone.....Fax

Mobile Email Address

Purchase Order Number (if applicable):

Key Issued: Signature:

Facility to be hired:

- | | |
|---|---|
| <input type="checkbox"/> Multi-Purpose Hall | <input type="checkbox"/> Computer Room |
| <input type="checkbox"/> Beaumont Building | <input type="checkbox"/> Sports Ovals only |
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> Other Grounds (e.g. Apple Orchard) |

Equipment requirements:

- | | |
|--|--|
| <input type="checkbox"/> Whiteboard | <input type="checkbox"/> Data Projector/Computer |
| <input type="checkbox"/> Electronic Whiteboard | <input type="checkbox"/> Computer |
| <input type="checkbox"/> Video/TV | <input type="checkbox"/> Microphone & Stand |
| <input type="checkbox"/> Overhead Projector | <input type="checkbox"/> Lapel Microphone |
| <input type="checkbox"/> CD/DVD Player | |

(Please indicate if you required what is not included above)

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Supervision:

- ❖ No person under the age of 18 should enter the facilities **without adult supervision.**

Billing process:

- ❖ After hiring the venue, a 30 day account will be sent to the advised billing address.
- ❖ A \$10 deposit for key to enter the premises will be required; this will be obtained our main Reception area.
- ❖ All major bookings require a minimum 50% deposit at the time of booking; some properties require full payment at the time of booking.

Proposed use of the venue

List any equipment to be included in the hire. (For the purpose of setting up they cannot be hired separately)

Do you need tables, chairs, electrical equipment or will you be supplying your own equipment? (Please indicate and complete).....

.....

We require the use of HCCS facilities for our function/event/activity:-

From:/...../.....am / pm **To:**/...../.....am / pm

Monday / Tuesday / Wednesday / Thursday / Friday / Saturday / Sunday.(Please indicate)

Please specify the day(s) and time(s) the facility will be required.

Do you require extra time for setup purposes (please circle) **Yes / No**. If so, please specify.

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Estimated number of people attending Estimated number of vehicles parked.....

Will you or your organisation be charging an entrance fee? (Please circle) **Yes / No**. If so, how much?

Please mark off from the checklist below before submitting:

- I have read and agreed to the *Conditions of Hire* attached to this application.
- I have attached a copy of our *Public Liability Insurance Cover*.
- I/we agree to pay the bond nominated by the Hills Christian Community School and understand that this may be used to make good any damage or loss suffered by the Hills Christian Community School as a result of the hire.
- I/we agree to use the facility solely for the purpose stated in this application.
- I/we agree to indemnify the Hills Christian Community School and all persons and bodies acting for and on behalf of the Hills Christian Community School against all liability, claim, demands, actions, suits, damages, proceedings, costs and expenses whatsoever (including injury to persons and damage to or loss of property) for which I or the organisation I represent may be or become liable directly or indirectly arising out of the use of the Hills Christian Community School facility during the period specified in this application.

I have read and understand the above 'Conditions of Hire' and acknowledge my responsibilities for the event outlined above, as contained in these 'Conditions of Hire'.

Signature of applicant Date: ____ / ____ / ____

Please fax the first three (3) pages of this document to (08) 8388 1308 or email ctaylor@hccs.sa.edu.au

Office Use Only.

Application approved / not approved:	Application No:
Authorised Personnel's Signature	Date: ____ / ____ / ____
Hire charge (including GST) \$..... per..... = \$..... is to be paid prior to hire.	
A returnable bond of \$..... is to be paid prior to hire.	
Booking confirmed: Date: ____ / ____ / ____	Authorised Personnel:
Account Paid / Invoiced: Date: ____ / ____ / ____	Authorised Personnel:

CONDITIONS OF HIRE:

Booking Procedure:

All bookings must be made through Hills Christian Community School main Reception Desk at Verdun. However, unless a completed application form is returned within seven (7) days, the booking will not be considered guaranteed.

Priority of Use:

All facilities and equipment will be primarily used for Hills Christian Community School related activities during and after school hours. Hills Christian Community School linked groups will generally have priority for out of school usage.

Usage Guidelines:

1. Refusal to Let:

It shall be at the discretion of the Hills Christian Community School Business Manager to refuse to let facilities or equipment in any case. This is particularly so where cases arise where facilities and equipment are required for student usage or to protect the quality of facilities and equipment for future student use. Notwithstanding that the facility/equipment may have been let, or that these conditions have been accepted and a deposit has been paid; the Business Manager shall have the authority to cancel the hire agreement and return the deposit and bond payments to the user. The user hereby agrees to accept the same and to have consented to such cancellation and to have no claim in law or in equity for any loss or damage in consequence thereof.

2. Damage to Facilities and Equipment:

The user will be responsible for all damage to facilities and equipment, outside of incidental damage that is foreseeable through the normal usage of facilities and equipment. If there are insufficient funds to cover repair costs then the user will be invoiced for the amount required to rectify the damage. If parties cannot agree upon the amount required to rectify damage, the matter will be referred to the Hills Christian Community School Business Manager. If required, the matter can with mutual consent be referred to the Principal of the Hills Christian Community School for a decision thereon and such a decision shall be binding to both parties in dispute. If decorations or props are required. All decorations must be removed at the end of the function.

3. Hire of Venue:

- 3.1 Hills Christian Community School agrees to rent the venue to the hirer in accordance with the terms and conditions contained in this agreement.
- 3.2 The venue must only be used for such activities, functions and/or events that are appropriate and of benefit to the community.
- 3.3 The hirer warrants that the event shall not cause any physical or other damage to the Venue or to the reputation and good standing of Hills Christian Community School. The Hirer is also responsible for the behaviour of its servants, patrons, guests, staff and contractors and must ensure that they also comply with the *Terms and Conditions of Hire* as set down by Hills Christian Community School.
- 3.4 The hirer shall conduct the event in an orderly manner and shall comply with all laws, regulations and such other legal requirements that may apply or relate to the event, including the by-laws and usual terms and conditions of Christian Community School.

- 3.5 The hirer must provide to Hills Christian Community School comprehensive and accurate information about the event. This information must include information on any equipment to be used and any other information regarding any aspects of the event, which may affect the safety of the premises or good name and reputation of Hills Christian Community School.
- 3.6 The hirer will comply with all instructions given by authorised persons from the Hills Christian Community School whether regarding the use of the facilities/equipment, conduct or parking on Hills Christian Community School grounds, or otherwise.
- 3.7 The Hills Christian Community School requires documentary evidence of current *Public Liability Insurance* **prior** to confirmation of booking.
- 3.8 The use of tape, nails or screws of any kind is **prohibited**.

4. Indemnity:

The hirer indemnifies the Hills Christian Community School against all claims, demands, liability, costs and expenses (including full indemnity legal costs) it may incur or for which it may become liable arising out of or in connection with the hire of the subject of this application. This includes any injury to any persons entering Hills Christian Community School grounds or facilities or damage to any property as a result of or in connection with the use of the facilities/equipment by the hirer and associated persons and persons present at the invitation of or with the consent of the hirer.

5. Bond:

You may be required to pay a bond to cover any damage to or loss of property or equipment and to cover costs should the Hills Christian Community School need to clean and/or restore furniture and equipment to its correct place. The bond will be refunded within five (5) working days (Monday to Friday) following final inspection of the premises and equipment after use. The bond may be waived under some circumstances.

6. Call out Fee:

If a staff member or security is called out for any circumstance during the hire period, a minimum \$30 call out fee will be incurred.

7. Access (keys and security):

The Hills Christian Community School will, depending on the hire times, either provide the hirer with a key and a security code, or will arrange for a member of the Hills Christian Community School staff to open and close the facility. The keys and code will be issued the working day prior to the booking.

Unless the hire is for ongoing purposes the key is to be returned on the next working day at which time the refund will be organised.

Where keys are not collected during Hills Christian Community School hours, the Hills Christian Community School staff is required to issue the keys and security code after hours. In such cases, a call-out fee will be charged to the hirer and deducted from the bond.

The hirer shall take necessary steps and provide resources to secure the facility and the property of the Hills Christian Community School during and on completion of the period of hire. All equipment, valuables and personal effects brought onto the Hills Christian Community School property by the hirer or an associate shall remain the responsibility of the hirer.

8. Cleaning & Responsibility for Damage:

The facilities and equipment hired must be clean and undamaged at the end of the hire period. All damage to the facilities/equipment (or other Hills Christian Community School property) will be the hirer's responsibility. If extra cleaning or repair of damage is required to return the facilities/equipment (or other property) to their pre-hire condition, such cleaning or repair will be arranged by the Hills Christian Community School and charged to the Hirer.

9. Advertising Material:

No advertising material shall be displayed or permitted on campus without the permission of the Hills Christian Community School. The Hills Christian Community School name or logo must not be used in any material produced or disseminated by the Hirer without the written permission of the Hills Christian Community School.

10. Evacuation:

In the event of an emergency, the hirer will arrange the orderly evacuation of the facilities of the subject of this hire agreement.

11. Smoking/Drugs & Alcohol:

NO SMOKING is allowed in the facility or anywhere on the College grounds. The Hills Christian Community School is a “*smoke free*” zone.

12. Cancellation Policy:

The Hills Christian Community School requires at least 24 hours notice prior to the cancellation of any event that has been organised. If this prior notice is **not** provided an invoice will be dispatched.

Notice of cancelling your event must be in writing to the Business Manager, Mr. Chris Taylor ctaylor@hccs.sa.edu.au. Failure to provide insufficient notice (as above) will result in your department being charged for the event in question.

The Hills Christian Community School reserves the rights to cancel the booking due to School Functions. If necessary this notification will be sent to you two (2) weeks preceding the occasion.

NO ALCOHOL is allowed in the facility or anywhere on the Hills Christian Community School grounds. The Hills Christian Community School is an “*alcohol free*” zone. The Hills Christian Community School Principal may at his discretion allow alcohol consumption in the premises under special circumstances. These requests must be in writing to the Hills Christian Community School Principal.

In respect to sale of alcohol; a liquor license must be obtained and displayed throughout the event. For further information please go to the website: www.cbs.sa.gov.au

Facilities for Hire Fee Schedule 2017

CATEGORY

Corporate	Non-Profit/ Sporting Clubs	Charitable
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Hall:

First hour	\$ 75.00	\$ 30.00	\$ 20.00
Every hour thereafter or part there of	\$ 40.00	\$ 20.00	\$ 10.00
Per day	\$290.00	\$145.00	\$ 90.00
Kitchen (additional)	\$200.00	\$100.00	\$ 50.00

Computer Room:

Half day	\$165.00	\$165.00	\$ 85.00
Full day	\$320.00	\$320.00	\$160.00

Beaumont Building:

First hour	\$ 75.00	\$ 30.00	\$ 20.00
Every hour thereafter or part there of	\$ 40.00	\$ 20.00	\$ 10.00
Half day	\$165.00	\$165.00	\$ 85.00
Full day	\$320.00	\$320.00	\$160.00

All prices include GST