



SAMARITAN HALL BOOKING REQUEST FORM

Name of Organisation
Representative.....Position
Address
SuburbStatePost Code
TelephoneFax
Mobile Email address

Hire Requirement:

Casual Rate

☐ \$30 for first hour, \$20 per hour thereafter

Seasonal Rate

☐ \$20 per hour

All prices are GST exclusive. GST will be added to the total cost when invoiced.

Proposed use

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.....
.....

List any equipment that may be required during the facility hire (eg netball rings/soccer goals)

.....
.....

Specify the day(s) and time(s) (outside of school hours) the facility will be required (include set up and shut down dates and times) – Maximum agreement time is generally up to the end of the current calendar year.

From		To		Frequency
Date	Time	Date	Time	M / T / W / T / F / S / S

Further details if required

.....
.....
.....

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

Will you be charging an entrance fee – Yes / No. If so, how much in total - \$.....

Further details if required

.....
.....

Application checklist:

- I/We have read and signed the Hire Agreement attached to this application (the College will calculate and complete dot point 3)
- I/We agree to undergo a Catholic Police Check if the College requests it.
- I/We agree to undertake a Risk Assessment for OHS&W purposes with the College if requested.
- I/We have attached a copy of our Public Liability insurance cover.
- I/We agree to pay the bond nominated by the College and understand that this may be used to make good any damage or loss suffered by the College as a result of the hire.
- I/We agree to use the facility solely for the purpose stated in this application.

Signature of representative.....Date

Booking Procedure

All bookings must be made through the Business Manager. Telephone bookings will be accepted, however, unless a completed application form is returned within seven days, the booking will not be considered firm. All fees are to be paid prior to usage of the facility.

Keys & Security Access Code can be obtained from the Business Manager on or before the last working day prior to the required day of hire. They must be picked up by no later than 3:30pm and must be returned by 12 noon the next working day following the final booking of the facility.

Cancellations with less than 48 hours notice will result in fees paid being forfeited.

For further details on bookings please contact:

Business Manager on (08) 86458568 or info@samaritan.catholic.edu.au

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School use only Application No.

Application approved / not approved:

SignatureDate

Hire charge (including GST) \$.....

A returnable bond of \$..... paid prior to hire.

Booking confirmed/...../..... By

Account invoiced/...../..... By

Hire Agreement

1. This Agreement is made between *Catholic Diocese of Port Pirie Incorporated - Samaritan College* and _____ (Hirer).
2. The College agrees to allow the Hirer use of the _____ (Facility) from _____ to _____ inclusive, at the times requested on the booking request form.
3. The Hirer agrees to pay the College the sum of \$_____ for the use of the facility noted above for the timeframe requested on the booking form. An amount of \$_____ bond will also be paid.
4. The College is not liable to the Hirer for any loss suffered by the Hirer arising out of the Hirer's use of the facility. The Hirer releases the College from any claim made against the College arising out of, in connection with or caused by the Hirer's use of the facility.
5. The Hirer indemnifies the College from and against all claims, demands, actions, costs and expense arising out of, in connection with or caused by the Hirer's use of the facility.
6. The Hirer agrees to hold public liability insurance for an amount of not less than \$10 million per occurrence and to provide a Certificate of Currency to the College prior to commencement of the hire period. The Hirer agrees to keep the policy in force for the duration of the hire period.
7. The Hirer agrees to reimburse the College for the full cost of repairing any damage caused to any College facility during the hire period.
8. The Hirer agrees to notify the College of all injuries or damage arising out of the Hirer's use of the facility within 7 days of becoming aware of the injury or damage.
9. The Hirer acknowledges receipt of the Conditions of Hire and agrees to those conditions.

Signed for the Hirer

Name _____

Title _____

Date _____

Signed _____

Signed for the College

Name _____

Title _____

Date _____

Signed _____

Conditions of Hire

Refusal to Let:

It shall be at the discretion of the College Principal or Business Manager to refuse to let facilities or equipment in any case, in particular where cases arise where facilities and equipment are required for student usage or to protect the quality of facilities and equipment for future student usage; and notwithstanding that the facility/equipment may have been let, or that these conditions have been accepted and deposit paid, the Principal or Business Manager shall have the full power to cancel the hire agreement and return the deposit and bond payments to the Hirer. The Hirer 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.

Compliance

The Hirer will comply with all instructions given by authorised persons from the College whether regarding the use of the facilities/equipment, conduct or parking on College grounds or otherwise.

Bond

Hirers may be required to pay a bond to cover any damage to or loss of property or equipment and to cover costs should the College need to clean and/or restore furniture and equipment to its original condition. The bond will be refunded within 5 working days (Monday to Friday) following final inspection of the premises and equipment after use. The bond may be waived under some circumstances.

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 the bond is insufficient to cover repair costs then the user will be invoiced for the amount required to rectify the damage. Hirers are required to report any damage to the Business Manager as soon as practical.

Cleaning

The facilities and equipment hired must be clean at the end of the hire period. All rubbish must be removed from the premises by the Hirer. If extra cleaning is required to return the facilities/equipment (or other property) to their pre-hire condition, such cleaning will be arranged by the College and charged to the Hirer. The main floor of the Samaritan Hall is cleaned by Contractors daily from 3.30pm to 4.00pm and on Friday's until 6.00pm and will not be available for hire during this time.

Access (keys and security)

The College 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 College staff to open and close the facility. The keys and code will be issued the working day prior to the booking. Keys shall be returned to the College on the first working day after the booking, or under such other arrangements as agreed with the College. Charges will be incurred for lost keys. In the event an alarm is activated whilst gaining access and a cost is incurred by the College for security call outs, these costs will be passed on to the Hirer. Additionally, if the alarm is not armed on completion of the event, a fee will be passed on to the Hirer.

When securing the Hall, the College requires at least 2 people be present to ensure that personal security is maintained whilst on the premises.

Advertising material

Advertising material shall not be displayed on campus without the permission of the College. The College name or logo must not be used in any material produced or disseminated by the Hirer without the written permission of the Principal or Business Manager. The use of tape, nails or screws of any kind is prohibited. If decorations or props are required and approved by the College, they must be fully removed at the completion of the function.

Footwear

Only sporting footwear is to be worn in the Samaritan Hall when undertaking sporting activities. Non marking footwear is most desirable. Please check footwear for mud, small stones etc before commencing any activities.

Smoking & Alcohol

Smoking and Alcohol is prohibited anywhere on the College grounds by the Hirer(s). Alcohol may be permitted in special circumstances however this will require approval of the College Principal. In these circumstances a liquor license must be obtained should alcohol be on the premises and displayed throughout the event.

Noise/Music

Noise (music etc) must be maintained within reasonable limits so as not to interfere with neighboring properties. All loud noise should cease by 10pm Sunday to Thursday and 11pm Friday and Saturday.

Private Property

The College accepts no responsibility for private property left on the premises.

Capacity

The Maximum Number of people permitted in the Samaritan Hall at any time is 670

Evacuation

In the event of an emergency the Hirer will arrange the orderly evacuation of the facilities and contact the nominated school representative immediately.