



**CONDITIONS OF HIRE FOR  
BUILDINGS, GROUNDS AND EQUIPMENT**

1. All applications for the use of South Oakleigh College facilities and equipment shall be made in writing to the Principal as Executive Officer of the School Council.
2. The Principal or nominated representative:
  - (a) Has the right to cancel or vary any contract involving the hire of facility
  - (b) Is to have free access at all times
  - (c) Has absolute authority to deal immediately with any dispute arising from the use of the facilities
  - (d) Is empowered to negotiate variations to hiring rates at any time
  - (e) Has power to prevent entry to any undesirable person
3. A deposit of up to 50% of the hiring fees which will confirm the booking shall be paid to College at the time of the booking and the balance two weeks before use or as otherwise negotiated. A bond is required to cover any damages caused, and will be refunded to the applicant after outstanding hire charges have been finalised, keys are returned and no damage has occurred. The School Council shall decide the cost of damages, if any. If the facilities are used before or after the times booked, they will be invoiced for that extra time used.

**Cancellation Fee**

If bookings are cancelled advanced notice must be given to the College in writing to the College Principal and the Deposit will be refunded within 30 days. In situations where the booking is cancelled:

- Within 30 days of the date booked, the College reserves the right to holding \$100 of the Bond
- Within 14 days of the date booked, the College reserves the right to hold the full amount of Bond.

4. The Hirer, guests and users of the College facilities must have current Public Liability Cover and a hard copy must be provided to the College.
5. The Hirer shall be responsible for the preservation of all College equipment and facilities.
6. The Hirer shall:
  - (a) Vacate the facility within the specified time and leave it in a condition satisfactory to the Principal or nominated representative. In the case of building hire, prior to 8:00am on the day following the hire period or prior to any other agreed time shall:
    - (i) Remove all decorations and other items installed for the Hirer's function which are not normally part of the College fittings.
    - (ii) Remove any food scraps and other litter from the College and its surrounds and dispose of away from school property.
  - (b) See that caterers and other workers protect the building from stains or damage.
  - (c) Be responsible for payment of repairs resulting from any damage to the building, its furniture and fittings or grounds and equipment.
  - (d) Make adequate arrangements for the security of the building, fittings and grounds during the conduct of the function. Gates must be secured on leaving school grounds.
  - (e) Make written application for any variation of conditions sought at least one clear month prior to the date of hire.
  - (f) Leave all facilities securely locked after the function.
  - (g) Ensure that **NO SMOKING** occurs on the College premises. This is **Department of Education and Early Childhood Development** directive and is **not** a decision for the College to make.

7. The Hirer shall not:
- (a) Sublet the facility or any part thereof.
  - (b) Attach anything to the walls, floors or any part of the building without the express approval of the Principal or nominated representative.
  - (c) Drive nails, or screws or thumb tacks or similar, into the buildings or use adhesive tapes on walls.
  - (d) Allow gambling or disorderly behaviour of any kind on the school property.
  - (e) Cause or allow anything to be done which will affect any insurance policies, specifically no naked flame is allowed within the school grounds or buildings without specific permission.
  - (f) Allow the use of confetti without permission.
  - (g) Make use of the public address system or kitchen facilities unless authorised by the Principal or nominated representative.
  - (h) Allow the playing of any ball games within the buildings except those specifically authorised by the Principal or College Council.
  - (i) Cause or allow any treatment of the floors without written permission from the Principal.
  - (j) Cause music or other noise to reach a volume sufficient to disturb any nearby residents.
  - (k) No alcohol is allowed to be consumed on the premises.
  - (i) The hirer shall be responsible for directing any sound system operator or musician as to the appropriate volume. All music and noise will stop at midnight or earlier as agreed between the hirer and the School Representative.

***Should these matters be ignored and complaints to the school follow, the 'refundable bond' may be forfeited, and the facility will not be made available in the future.***

**PLEASE NOTE:**

The College Council regards this matter as imperative and wishes to stress the importance of reducing all noise (including cars leaving the grounds and car radios), to a level reasonable to our neighbours.

- 8. The College Council reserves the right to refuse the hire to any party without stating reasons for doing so.
- 9. Hirers using heater facilities are required only to use the services of the College's recommended technician.
- 10. Hirers will not build nor paint any sets or props on the premises. No sets or props will be nailed or glued to any part of the theatre.
- 11. **ALL RUBBISH** must be removed off the school grounds by the applicant.

**FORM OF APPLICATION  
FOR HIRING OF SCHOOL GROUNDS, BUILDINGS AND EQUIPMENT**

**Note:** Two copies to be completed - one retained at the College/one retained by the Hirer

NAME OF ORGANISATION \_\_\_\_\_

NAME OF APPLICANT \_\_\_\_\_

ADDRESS IN FULL \_\_\_\_\_  
\_\_\_\_\_

ABN NUMBER \_\_\_\_\_

TELEPHONE: Bus: \_\_\_\_\_ Home: \_\_\_\_\_ Mob: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date of application: \_\_\_\_\_

I/we apply to use SOUTH OAKLEIGH COLLEGE facilities for the purpose of

\_\_\_\_\_

on \_\_\_\_\_

between the hours of \_\_\_\_\_ am/pm and \_\_\_\_\_ am/pm.

*I certify that I have obtained a copy of the conditions of hiring relating thereto and undertake to comply in all respects with such conditions should the application be granted.*

I/We will require the following facilities:     Gym             Theatre             Oval             Grounds             Other

Estimated attendance: \_\_\_\_\_

**Hire Fees:-**

**REFUNDABLE BOND (Theatre, Gym)**

**REFUNDABLE BOND (Oval - use of toilets)**

**REFUNDABLE SECURITY FOB KEY (Theatre, Gym)**

**REFUNDABLE KEY (Oval)**

**FACILITY**

THEATRE	REHEARSAL	\$ _____
	PERFORMANCE	\$ _____
	TECHNICAL SUPPORT	\$ _____
GYM	HIRE	\$ _____
CLASSROOM	HIRE	\$ _____
OVAL	HIRE	\$ _____
GROUND	HIRE	\$ _____
OTHER	HIRE	\$ _____
CLEANING		\$ _____

**FACILITY TOTAL** \$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**KEYS ISSUED:** \_\_\_\_\_ **SECURITY FOB KEY NO.** \_\_\_\_\_