



College Facilities for General Hire

Facility Enquiry & Quotation/Booking Request

Name of Organisation or Individual(s):

Authorised Representative: _____ Position: _____

Business Phone: _____ Mobile: _____

Email: _____ ABN: _____

Postal Address: _____

Business Address: _____

Facility of Interest : *(Put a check (x) in the box next the Facility you're interested in hiring)*

- | | | | | | |
|--|--------------------------|-------------------------------------|--------------------------|------------------------|--------------------------|
| Founders Hall/Gymnasium – Henley Beach (Up to 1500) | <input type="checkbox"/> | Founders Hall/Gym - Beverley | <input type="checkbox"/> | Dance Studio | <input type="checkbox"/> |
| Mary MacKillop Centre (250+ Seats) | <input type="checkbox"/> | Tennis/Netball Courts | <input type="checkbox"/> | Staff Centre | <input type="checkbox"/> |
| LEC Auditorium (308 seated) | <input type="checkbox"/> | LEC Meeting Rooms | <input type="checkbox"/> | Activity Spaces | <input type="checkbox"/> |
| LEC Hospitality Centre | <input type="checkbox"/> | Music Studios | <input type="checkbox"/> | Other (Please specify) | |

*A list of other services, equipment and resources available to the hirer is provided on the following pages of this form. **Please put a check (x) in the box of each one required to be included in the Quotation/Booking.***

Proposed Use of Facility: *(Describe the type of function or event)*

.....

Estimated number of People Attending: _____ Vehicles Expected: _____

Date & Time of Use: *(Specify the day(s) and time(s) the facility will be required, including allowances for set up and shut down.)*

From *(date):* _____ **To** _____ **From** *(time)* _____ am/pm _____ am/pm

Recurring booking? *(weekly, fortnightly, monthlyetc?)* _____

Other: _____

NOTE: All formal quotations and invoicing will be determined on the information provided in this form and will also be the basis of the Hire Agreement if the client decides to proceed with hiring of the facility. Variations to the quotation will be identified in the Hire Agreement and agreed upon by both parties. A quotation does not oblige either party to enter into a Hire Agreement. The Conditions of Hire included in this document must be read and agreed upon prior to approval being given by the College.

The above details are a true and accurate definition of my/our interest in the use of the Facility and I/we have read and understood the Conditions of Hire.

 Authorised Representative (Print Name) (Signature) Date

Fees & Additional Services

Upon hiring of a facility, there are other services offered by St Michael's College that can enhance the running of a function or event eg chairs, tables, cleaning, audio ect. Should you wish to hire these items please discuss with the Facilities Coordinator.

(All Fees are GST inclusive)

Venue	Corporate	Non-Profit Sporting Clubs	Charitable
Founders Hall			
Per hour x 1 indoor court	\$65	\$50	\$35
Per hour x 2 indoor courts	\$130	\$100	\$70
Mark MacKillop Centre			
Per hour	\$70	\$40	\$25
Per day	\$380	\$190	\$100
Lasallian Education Centre (LEC)			
All rooms: Per hour	\$300	\$200	\$150
LEC - Auditorium Only			
Per hour	\$90	\$60	\$30
LEC - Hospitality Centre Only			
Per hour	\$60	\$40	\$20
Per Day (8 hrs)	\$400		
½ Day	\$250		
LEC - Classroom			
Per hour	\$15	\$10	\$8
Tennis / Netball Courts (Outside)			
Per hour x 1 outside court	\$30	\$15	\$10
Per hour x 2 outside courts	\$60	\$30	\$20
Ovals			
Per hour	\$40	\$20	\$10
Per Day	\$280	\$140	\$80
Chapel (Henley Beach)	\$250	\$250	

Conditions of Hire

1. Terms

'St Michael's College' and 'College' refers to the site, its buildings, property, assets and all persons associated directly with St Michael's College including, but not limited to; staff, students, parents/carers of students and volunteers.

'Hirer' refers to all persons associated with and who represent bodies utilising College facilities with the permission of the College Business Manager including, but not limited to; individuals, schools, churches, community groups, sporting groups and other clubs as are found to exist within the wider community.

2. Opportunity to Hire

St Michael's College will consider hiring its facilities to individuals and organisations from the community pending their capacity to meet these Conditions of Hire. Subject to any facility being utilised by the College for its own and student purposes, the following facilities are available for hire:

- Multi-purpose Hall (Up to 1500 seats)
- MacKillop Centre (250+ seats)
- LEC Auditorium (308 seats)
- LEC Hospitality Centre
- LEC Meeting Rooms
- Founders Hall (2 Court Gym) Henley Campus
- Founders Hall (1 Court Gym) Beverley
- Tennis Courts/Netball Courts
- Ovals

St Michael's College will, from time to time, enter into both short and long-term hire arrangements with third parties wishing to utilise facilities of the College. These may be ad-hoc or one-off hire, or may be longer hire period with more permanent tenants. To ensure that St Michael's College is adequately protected by law, and to provide parameters over-seeing the establishment of such leases, the following conditions provide the basis for any lease:

- All hire arrangements will only be made with parties who do not actively subscribe to attitudes, behaviour, or philosophies that directly contradict or oppose the values and beliefs exercised by St Michael's College.
- Where the College becomes aware that a hire arrangement does contradict or oppose the values and beliefs exercised by St Michael's College, that hire arrangement will be terminated immediately and refund of any monies paid by the lessee or hirer to that point will be made at the discretion of the Business Manager.
- As lessees or hirers may be located on the College site, the Business Manager shall determine for each lease whether employees (permanent, casual or otherwise) and/or volunteers of the lessees or hirer must be subject to a working with children check and other security measures in order to maintain a Duty of Care to students, staff and volunteers of the College.

- Ad-hoc lessees or one-off arrangements (of less than one term duration) must be approved by the Business Manager or the Facilities Coordinator. Any third party undertaking such leases must pay for any damages occurring directly from their use of the facilities.
- Leases greater than one term's duration must be approved by the Business Manager. All leases will be in strict accordance with accepted legal practices dealing with lease arrangements.
- A lease or hire agreement will be in place for long and short term arrangements, respectively. The agreements will cover such things as the duration of the agreement, times and days of access and use, termination and notice, lease/hire fee, payment terms, insurance, security, ancillary services (e.g. audio and lighting services), responsibility for utility services (e.g. water, electricity, rates etc.), damages and loss, responsible contact officers and other terms identified from time to time.
- Long term hire of greater than one year will have conditions allowing periodic review of the terms and charges.

3. Bookings

An application to hire a facility will only be guaranteed upon confirmation of booking by the Facilities Coordinator. To make a booking enquiry, please ring the Facilities Coordinator on 0419 814 942 or email Glenn.Cooper@smc.sa.edu.au. Tentative bookings will only be held for a period of 14 days.

- Failure to pay hire fees will result in withdrawal of the hire agreement. Any payment which is dishonoured or rejected by a financial institution shall also result in withdrawal of the agreement.
- No booking will be accepted from any person under the age of 18 years unless the application is signed by a guarantor.
- No bookings will be accepted more than 12 months in advance.
- The hire fee shall be paid within 14 days of the date of invoice.
- A security bond may apply and must be paid 14 days prior to hire, unless otherwise arranged.

4. Prior Arrangements

Where a Hirer makes last minute changes to any aspect of the Hire Agreement with St Michael's College, these changes must be pre-approved in writing and noted on the Hire Agreement as a 'Prior Arrangement'.

5. Cancellation

In the event of cancellation a portion of the fee may apply.

6. Duration & Scope of Hire

Hirers are bound by the agreement to ensure that the duration and scope of hire of any facility is maintained in accordance with the approval provided by the College. This includes the Hirer honouring the following:

- The Hirer is required to abide by the hours of use of the facility as per the hours approved by the College.
- Access to the facility is not permitted at times outside of those hours approved.
- If set up and shut down time is required prior to and after the event/function, it will be necessary for this to be included in the approved hire period.
- The Hirer shall provide an estimate of the maximum number of people attending the function at the College facility and shall not exceed this number unless otherwise approved.
- The Hirer shall provide an estimate of the number of vehicles expected (for parking space provision).
- The Hire Agreement only provides for use of the nominated facility.
- The Hirer shall not make the College facility, any part of it or any other part of the College available or accessible to any third party (with or without charge) without the prior written consent of the College Facilities Coordinator.
- The Hirer must gain the written approval of the Business Manager to advertise their use of the College facility.

7. Prohibited Activities

The following activities are prohibited on, in and around the College facility:

- The College is a "Smoke Free" zone. No smoking is allowed in the facility or anywhere on the College grounds.
- The College is an "Alcohol Free" zone. No Alcohol is allowed in the facility or anywhere on the College grounds unless pre-approved by the College and a limited liquor licence has been obtained as required by law. A limited licence may be obtained through the Office of the Liquor & Gambling Commissioner (olgc@agd.sa.gov.au).
- Fixing of nails, screws or other fittings to any building or structure.
- Alterations to electrical, gas or plumbing installations and fixtures.
- The use of smoke, fog, mist or haze machines. (Significant call out fees will apply if smoke alarms are activated).
- Lighting of fires, discharge of fireworks or using any equipment/device where a naked flame is present.

8. Activities Requiring Approval

To eliminate or minimise the risk of damage to a College facility, endangering persons on the College grounds, or the conduct of an illicit activity, the following activities require specific approval PRIOR to hiring:

- Erecting any temporary structure (eg. staging, marquee, sunshade, portable toilet etc.).
- Wearing of roller skates/blades, use of skateboards, cycles, scooters or other such devices of movement.
- Accommodating any ball games or similar activities in a facility not designed or expected to be used for such activities.
- The sale or provision of food or beverages.
- Accommodating any animals within a facility or on the College grounds.
- Bringing any item of electrically powered equipment for use in the facility. It is the responsibility of the Hirer to have their equipment safety tested and tagged prior to approval being given for use in a College facility.
- Use of equipment that will be placed onto wooden sports surfaces. (This equipment must also be inspected by the College representative on arrival to ensure adequate care is taken in protecting the surface.)
- Use of a portable barbecue or other cooking equipment.
- Use of flammable material, liquid or type of fuel of any nature.

- Display any sign, hoarding or notice for the purpose of advertising.
- Ask for or receive or indicate that he or she desires a donation of money or any other thing.
- The operation of sound and lighting systems by suitably experienced and/or qualified persons.
- Any changes made to the lighting and sound grids in LEC Auditorium, Founders Hall or Mackillop Centre need to be approved by the facilities coordinator prior to their hire. Any approved changes to the lighting and sound grids will need to be changed back to its original settings by the hirer after the function has finished.

9. Insurance

The Hirer shall provide written evidence with the application of a current Public Liability Insurance Policy to the value of \$10 million for bodily injury to persons. The Hirer shall also have Contents Insurance for damage to property and equipment owned by the Hirer. No application will be approved until the College Facilities Coordinator is provided with a Certificate of Currency for such insurance cover(s).

10. Safety & Instructions

The safety of all persons on the College grounds and those utilising a College facility is a priority for St Michael's College. It is a requirement that the Hirer acknowledges the importance of safety and abides by the safety requirements of the College:

- For gatherings of greater than 200 people, the Hirer shall provide an evacuation/emergency plan with their application. An example of such a plan is available through the College.
- The Hirer and persons associated with the Hirer shall at all times observe directions of College Representatives or their agents and comply with instructions given. They shall also comply without hesitation with the instruction of Emergency Services personnel who have attended the College grounds for any reason.
- All care must be taken by the Hirer to ensure that noise emissions do not exceed 100db as specified under the Environment Protection (Industrial Noise) Policy 1994 of the Environment Protection Act 1993. In the event that amplified sound or music is played during the period of hire, the Hirer is to ensure that the volume does not exceed 100db so as not to inconvenience nearby residents. The College may withhold payment of the security bond where there has been serious breach of noise (eg. where the disturbance has necessitated the attendance of Police) in recognition of the negative impact on the reputation of the College.
- The Hirer must remind patrons that children must be under adult supervision AT ALL TIMES.
- Emergency exit doors are to remain shut at all times, clear of obstruction, and are not to be used for general access but for emergency exit only.
- The hirer must ensure that no electrical equipment is used in such a way as to damage or otherwise interfere with the electrical installations. All portable equipment brought into the building by the hirer must have a current PAT test certificate.

11. Cleaning

The hire fee includes an allowance for basic cleaning, but it is expected that the Hirer will remove all debris, decorations, foodstuffs, drink containers and other waste within 2 hours of completion of the function. All debris and waste is to be placed in garbage bags and then in the rubbish bins provided. The cost of cleaning or removing any soiling, marking or excessive dirt shall be at the cost of the Hirer.

12. Access (Keys & Security)

The College will, depending on the hire times, either provide the Hirer with a swipe card, key and a security code (if required), or will arrange for the College after hours Maintenance/Security Officer to open and close the facility.

- The swipe card, keys and code will be issued on the working day prior to the event. The Swipe Card and Keys shall be returned to the College on the first working day after the event, or under such other arrangements as agreed with the College Facilities Coordinator.
- Access arrangements will be confirmed by the College Facilities Coordinator when the Hire application is approved. Where keys are not collected during College hours and the College staff are required to issue the keys and code after hours, a call-out fee will be charged to the Hirer and deducted from the security bond.
- Where the Hirer loses the swipe card or keys the cost of replacement (and cost of re-keying locks if deemed necessary) will be charged to the Hirer or deducted from the security bond.
- The Hirer shall take necessary steps and provide resources to secure the facility and the property of the College during and on completion of the period of hire. All equipment, valuables and personal effects brought onto the College grounds by the Hirer or persons attending their event shall remain the responsibility of the Hirer.

13. Car Parking

Parking is only allowed in the College car parks indicated. No vehicles are to be parked or driven on paved or grassed areas around the facility without written prior approval. Only those people with disabled parking permits shall park in those areas marked for the disabled.

14. Completion of Hire

The Hirer will replace any furniture and equipment that is moved by it to their original position after the function. The Hirer will ensure that proper care is taken of the premises, external surrounds and all contents. Any damage or loss sustained to the property or equipment which occurs while the premises are being used by the Hirer will be made good to a standard required by the College. The cost of any repair will be the responsibility of the hirer, a tax invoice payable within 14 days by the Hirer shall be raised by the College.

If a security bond is applied it shall be refunded within 14 days of the period of hire, subject to inspection by the College of the facility and the satisfactory return of the facility to a standard found acceptable by the College. Charges for additional hours or costs incurred by the College to reinstate the facility to its condition prior to hire will be charged to the Hirer.

15. Breach of Conditions

A breach to one or more of these conditions may lead to withdrawal of any approval to hire which may have been granted to any person, group or member of the Hirer.

Hirer's Declaration

The Hirer makes the following declaration in regard to this application:

- I have read and agreed to the Conditions of Hire attached to this application.
- I have attached a copy of our relevant Insurance Certificate of Currency.
- I/we agree to pay the security bond nominated by the College if required 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.
- I/we agree to indemnify the College and all persons and bodies acting for and on behalf of the College 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 College facility during the period specified in this application.

Fees

Hourly Rate \$ _____

Daily Fee \$ _____

Fixed Fees \$ _____

Authorised Representative (Print Name)

(Signature)

Date

College Approval

St Michael's College accepts the application for hire of its facilities as described.

College Representative
(Print Name)

(Signature)

Date

Prior Arrangements

St Michael's College agrees to accommodate the following last minute changes to the Hire Agreement as Prior Arrangements with the Hirer:

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.....

College Representative (Print Name)

(Signature)

Date

The above details are a true and accurate definition of changes I/we have made to the Hire Agreement.

Authorised Representative (Print Name)

(Signature)

Date

