

# OLC Hall Hire



**Our Lady of the Cape Primary School  
Dunsborough**

## **Information & Booking Package**

245 Cape Naturaliste Road (PO Box 562)

Dunsborough WA 6281

Ph: (08) 9755 3866 Fax: (08) 9755 3720

Email: [admin@ladyofcape.wa.edu.au](mailto:admin@ladyofcape.wa.edu.au)

## BOOKING PROCESS

Bookings will be confirmed in writing following return of a signed Facility Hire Form, and subject to full payment being received at least one month prior to the event.

## HOURLY FEES (Inclusive of GST)

Component	Community Group		Commercial	
Hall/Multi Purpose Area (per hour)	\$60.00		\$70.00	
Kitchen / Servery	\$12.00		\$15.00	
Cleaning Fee (per booking)	\$60.00		\$80.00	

## DAILY EQUIPMENT HIRE FEES (Inclusive of GST)

Component	Community Group		Commercial	
PA/Sound System	\$70.00		\$80.00	
Spotlight Lighting System	\$70.00		\$80.00	
Data Projector	\$25.00		\$30.00	

*Please note: Fees are subject to change.*

## Terms and Conditions for Hire of School Hall

1. Applications for use of the school hall must be made in writing on the form supplied.
2. A bond of \$500 must be deposited with the booking officer prior to the function and will be refunded in full provided that no damage is done to the hall and facilities, and the surrounding property is left clean and tidy. Loss of keys may entail replacement of locks and this will be at the discretion of the booking officer and is at the liability of the Hirer. Should any damage occur, the booking officer's assessment shall be final.
3. Charges for the use of facilities must be paid at the time of making the booking, or, in the case of ongoing use, by arrangement with the booking officer. A \$20 cancellation fee applies to cancelled bookings.
4. Hall key needs to be collected from the school office on the Friday, up until 4:00 pm for Friday & Saturday bookings. For a Sunday booking, the key will need to be collected on Sunday at 9 am from the Hall Hire Volunteer (as arranged at the time of booking).
5. The Key is to be returned to school office on the Monday following all bookings, or as otherwise advised by the Hall Hire volunteer.
6. Nothing is to be attached in any manner to the walls, floors, curtains or any part of the buildings, nor shall signs, scenery etc be erected without the permission of the booking officer.
7. The right is reserved to refuse to let the facilities at the discretion of the booking officer, in which case all monies paid will be refunded.

8. The School makes no warranty or representation to the Hirer about the condition of the hall or facilities or their suitability for the Hirer's purpose. Further, the Hirer acknowledges that they have inspected the facilities and warrants that the facilities are suitable for the Hirer's purpose.
9. It is the responsibility of the Hirer to obtain any necessary permits from the relevant authorities as required for the planned activities. If entertainment is to be provided, it must be in keeping with the values and standards of the School. All programs must be submitted for approval prior to the hiring period.
10. The School will not be responsible for the acts or omissions of contractors engaged by the Hirer. It is recommended that Hirers ensure all contractors (eg caterers) have public liability insurance.
11. If kitchen facilities are to be used all appliances must be left in a clean and tidy condition. No food or drink may be left in the fridge and all bottles and rubbish must be removed from the premises and placed in the appropriate bins. It is the hirer's responsibility to provide crockery and cutlery. Please stack chairs in groups of 8-10 in order of type. Toilets must be cleaned and swept. All external doors must be locked. Do not turn off the fridge.
12. All cleaning products needed to clean the facility are to be provided by the hirer.
13. Use of smoke machines, candles or other smoke producing equipment is strictly prohibited.
14. Persons authorised by the bookings officer shall at all times be entitled to free access to designated parts of the building.
15. No sales of any kind are permitted without prior approval.
16. Sub-letting of facilities is not permitted.
17. In case of any disputes arising, the decision of the School Principal shall be final.
18. The Hirer of the hall and guests are confined to the hall and its accompanying facilities and this does not extend to the school, playground or oval.
19. Noise (music etc) must be contained within the requirements of the City Council. **Additionally, music must cease at midnight on Fridays and Saturdays, 10.00pm on Sundays, and 11.00pm on all other days.** *The hirer must be aware and considerate of surrounding residential housing.*
20. The Hirer is aware the hall is in a residential area and that all persons attending the hall must refrain from any behaviour which could be reasonably construed as disturbing the neighbours or infringing on a person's property and/or rights.
21. Under no circumstances shall liquor be sold until approval from the booking officer has been obtained and the necessary liquor permit is sighted at the time of obtaining the hall key and payment of the bond.
22. Normal liquor regulations apply. Alcohol is not to be served to guests under 18 years of age.
23. Approval for the consumption of alcohol may be withheld at the discretion of the booking officer.
24. Please note the school requires the school car park Monday to Friday. Any cars parked in the school grounds must be removed by 7:00am in the mornings. Hall patrons are requested to park in the School car park.
25. Smoking is not permitted in the hall or on the school grounds at any time.
26. The School accepts no responsibility for private property left in the hall.

## We Agree

- 1. The Authorised Signatory will be solely responsible for paying the fees and charges and will be bound by these terms and conditions.***
- To pay Our Lady of the Cape Primary School, Dunsborough the fees and charges incurred, all bonds shall be retained by Our Lady of the Cape Primary School, Dunsborough and returnable only if the booked facility is left clean and tidy to the satisfaction of the School. Default in any respect will mean forfeiture of all or part of the deposit, with the amount of any forfeiture to be at the discretion of the School.
- The Hirer agrees to pay the School the sum of \$60.00 per hour, for use of the School Hall plus any additional costs associated with hiring equipment.
- 4. The Hirer agrees to effect public liability insurance for an amount of not less than \$10 million per occurrence and to provide a Certificate of Currency to the School prior to commencement of the hire period. The Hirer agrees to keep the policy in force for the duration of the hire period.***

**NOTE: The school MUST have a copy of insurance BEFORE any hiring can commence.**

- The School is not liable to the Hirer for any loss suffered by the Hirer arising out of the Hirer's use of the School Hall. The Hirer releases the School from any claim made against the School arising out of, in connection with or caused by the Hirer's use of the School Hall.
- That the cleaning shall include not only the venue, but all amenities associated with the building hired, including the immediate surroundings, together with the removal from the premises of all surface refuse.
- The Hirer agrees to reimburse the School for the full cost of repairing any damage caused to the School Hall or facilities during the hire period.
- To abide by the following conditions and pay all expenses caused by any default hereunder:
  - Not to alter any fixtures or design of the premises being hired, including its immediate surroundings, without first obtaining the written consent from the Principal of Our Lady of the Cape Primary School.
  - At the expiration of the hiring to take all things which may have been brought into the hired premises and to replace all previously placed equipment in its correct position.
  - Not to leave on any electrical lights, appliances or leave taps running in the location, including its immediate surroundings.
  - To ensure that all equipment is returned to the correct location and that the premises are correctly secured before departure, including all doors and windows.
  - Not to damage any part of the booked facility or its immediate surroundings, and to repair and be responsible for the repair of all damage which may be caused to the booked facility or its immediate surroundings.
  - Not to use the hired facility for any illegal or immoral purposes or for any purpose other than the said purpose, or to allow to be done, or to do anything that may cause the facility to be vulnerable to fire, or to allow to be done, or to do anything that will cause damage or create annoyance or inconvenience to occupiers of any adjoining areas or buildings.
- To comply with any lawful directions which may be given by the Shire and that the Shire reserves the right to grant or refuse hire applications, or cancel a booking and return the deposit as it thinks fit and shall be the final authority in this respect.
- To indemnify Our Lady of the Cape Primary School against any claim, loss or expense which may be made or arise as a result of the use of the hired premises.

11. The Hirer agrees to notify the School within 7 days of becoming aware of the injury or damage of all injuries or damage arising out of the Hirer's use of the School Hall.
12. That it is an express condition of this Contract of Hire that Our Lady of the Cape Primary School, Dunsborough shall not accept liability for any damage, illness or injury caused or found to be caused to any person or property as a result of our acts or omissions, or our guests or invitees or persons under our control.
13. Our Lady of the Cape Primary School, Dunsborough is an alcohol free venue unless special permission is granted. Separate written application including a copy of liquor application/s must be provided. (Please note that it is deemed to be the sale of liquor when liquor is given away and the person has paid for admission to the premises or for seating in the premises or has been asked to make a donation of money by collection or otherwise.)
14. That we, our guests or invitees, or persons under our control, are aware of, or will acquaint ourselves immediately upon arrival with, the location and content of the emergency procedures notices erected within the premises.
15. The Hirer is to be aware that stiletto style heels cannot be worn on the hall floor surface. Any damage resulting from such shall be repaired at hirer's cost.
16. The Hirer acknowledges that they have read and understood the Terms and Conditions For Hire of the School Hall and agrees to all conditions.

***Signed for the Hirer:***

Name: .....

Address: .....

.....

Date: .....

Phone: ..... Mobile: .....

***Signed for the School:***

Name: .....

Title: .....

Date: .....

