



# Application for Hall Hire- Jubilee Primary School

34 Manra Way, Pacific Pines Qld 4211

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Email: pgaven@bne.catholic.edu.au

Organisation Name:.....

Person to contact :.....

Address:.....

Phone: (Home):..... (Work):.....

Mobile:..... Fax:.....

## IDENTIFICATION (Drivers License, Medicare Card)

Form of identification..... Identification number.....

Date Required: .....

Start Time: ..... Finish Time: .....

Expected amount of people:.....

Area Required: Meeting Room  Kitchen  Hall  Stage

Reason for function:.....

Community Organisation Function: Yes/ No

Please give an outline of activities that will be undertaken in your function and any other relevant information regarding your intended hire of the hall.....

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

(Please circle)

Small Business Function          Seminar                  Private Party                  Other.....

Is kitchen required? .....

Will alcohol be provided on the night? .....

Please Provide Liquor Licence number.....

Will a musical band/music be playing? .....

What equipment, if any, will you be bringing to the facility? .....

**Insurance**

It follows that venue hirers must arrange their own public liability insurance and provide a copy to the School office before hiring is approved.

Name of Insurer.....

Policy Number..... Date of expiry..... Sum Assured.....

Signature .....

Name.....

Date.....

# Conditions for Hire of Jubilee Primary School Hall

## HIRE AGREEMENT

1 This Agreement is made between Jubilee Primary School("School") for and on behalf of The Corporation of the Trustees of the Roman Catholic Archdiocese of Brisbane and \_\_\_\_\_ ("Hirer").

2 Jubilee Primary School agrees to allow the Hirer use of the School Hall from \_\_\_\_\_ to \_\_\_\_\_ inclusive,

3 The Hirer agrees to pay the School the sum of \$ \_\_\_\_\_ for use of the School Hall.

4 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.

5 The Hirer agrees to notify the School of all injuries or damage arising out of the Hirer's use of the School Hall within 7 days of becoming aware of the injury or damage.

6 The Hirer acknowledges receipt of the Conditions For Hire of the School Hall and agrees to those conditions.

Signed for the Hirer

Signed for the School:

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

# Conditions for Hire of Jubilee Primary School Hall

1. Applications for use of Jubilee School hall must be made in writing on the form supplied.
2. A bond of \$500 must be deposited with the School office 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. A key bond of \$150 must be deposited with the School office prior to the function. Loss of keys may entail replacement of locks and this will be at the discretion of the School Principal, at the liability of the Hirer. Should any damage occur, the School Principal'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 school office. A cancellation fee may apply to cancelled bookings.
4. 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 school office.
5. The right is reserved to refuse to let the facilities at the discretion of the school office, in which case all monies paid will be refunded,
6. 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.
7. 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.
8. 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 (e.g. caterers) have public liability insurance,
9. 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 fridges and all bottles and rubbish must be removed from the premises and placed in the appropriate bins. Please stack chairs in groups of no more than 10 high and return to the storeroom. Toilets must be cleaned and swept. All external doors must be, shut, secured and locked. Do not turn off the fridges.
10. Persons authorised by the school office shall at all times be entitled to free access to all parts of the "building."
11. No sales of any kind are permitted without prior approval.
12. Sub-letting of facilities is not permitted.
13. In case of any disputes arising, the decision of the School Principal shall be final.
14. 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.
15. The Hirer of the hall and guests are confined to the hall and its accompanying facilities and this does not extend to the school and playground.
16. 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,
17. 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.
18. Normal liquor regulations apply. Alcohol is not to be served to guests under 18 years of age.
19. Approval for the consumption of alcohol may be withheld at the discretion of the School Principal.
20. Hall patrons are requested to park in the car park or in the street, but not on the lawn or nature strip in front of the school
21. Smoking is not permitted in the hall.
22. School accepts no responsibility for private property left in the hall.
23. It is the responsibility of the Hirer to ensure that Patrons do not wear stiletto shoes in the hall.