

ST CECILIA'S CATHOLIC PRIMARY SCHOOL

HALL HIRING AGREEMENT

Responsible Person

Name: _____
Address: _____
Phone No: _____ Mobile: _____
Email: _____

Hiring Details

Day: _____ Date: _____
Time From: _____ To: _____ (please allow sufficient time for clean-up)
Purpose : _____
Equipment Required:
Stage _____ Chairs _____ Kitchen _____
Access required prior to function for set up? (please circle) Yes / No
If yes, please advise time access is required: _____

Fees

The cost to hire the hall is \$200 per day or \$35 per hour to a maximum of four hours plus GST.
The school hall has sprung parquetry flooring which requires specialised cleaning; the cost of which is included in the hire fee.
There is a refundable deposit of \$500 to be paid at the time of booking.
The deposit will be refunded once it is verified that there has been no damage or clean up required in the hall at the conclusion of the function.

Daily Fee _____ Days x \$200 = _____ Paid to: _____

Hourly Fee _____ Hrs x \$ 35 = _____ Signature: _____

Redundable deposit received? _____ Yes / No Signature: _____

Credit Card Details _____ / _____ / _____ / _____ Expiry _____ / _____

TERMS AND CONDITIONS

By signing below, the hirer is agreeing to the following conditions:
Full contact details of applicant must be provided prior to hall booking being confirmed.
Copy of Certificate of Currency for Public Liability is to be given to School Officer.
It is the responsibility of the hirer to ensure that the hall is left in the same condition as it was on arrival.
This includes kitchen facilities being cleaned and in working order, all debris and rubbish removed from hall, and stage cleared.
All chairs must be stacked with due care to avoid scratching the floor.
The hirer accepts all liability for damages to the hall.
A refundable deposit is required prior to booking being confirmed. This will be refunded once it has been verified that there has been no damage to the hall or equipment and that it has been sufficiently cleaned.
(SEE CHECKLIST ON REVERSE)
In the event that a school event coincides with the booking, the hirers event will be cancelled.
School grounds are strictly out of bounds to anyone attending the hirers event/gathering.

Signature of Hirer: _____ Date: _____

Signature of School Officer: _____ Date: _____

EXIT CHECKLIST

*Please complete the checklist below and return to school the next business day to collect deposit
It is the hirers responsibility to notify the school of any damage to the hall during the hiring period.*

Chairs stacked at the back of the hall

Rubbish and debris removed

Bins emptied and re-lined

Kitchen Cleaned, utensils/crockery returned, tea/coffee supplies replenished

Toilets Cleaned and free of rubbish

Air conditioning turned off

Hall re-armed

Doors locked

Gates Locked

Keys returned

Signature of Hirer: _____ Date: _____

Signature of School Officer: _____ Date: _____

Deposit Returned \$ _____ Date: _____