



ST. PATRICK'S SCHOOL

03 5391 1575 0419 929 271

COMMUNITY USE OF SCHOOL FACILITIES HIRE AGREEMENT

This Agreement is made between St. Patrick's School (the School) and the Hirer named in the Schedule for the hire period listed in the Schedule.

The Hirer agrees to pay the School the Hire Fee stated in the Schedule for use of the facility.

The Facility is not available for hire during school hours, unless permission is granted by the Principal/Booking Officer.

SCHEDULE

Hirer must complete this section, read the Conditions of Hire, and sign on page 2.

Hirer, Purpose

Group.....

Contact Person.....

Phone No (mobile preferred).....

Email address.....

Address.....

Purpose for hire request.....

Number of patrons..... Will alcohol be consumed at the event? Yes No *Conditions 47-50*

Hirer Category *Select one*

Category 1 Business, Income/Revenue Raising, Sporting User

Please provide a copy of Public Liability Insurance Certificate of Currency Condition 58

Category 2 †Parish, School Group, Private Function

† *Catholic Church Insurances' public liability policy covers claims against parishes or schools that hire out their facilities. Cover extends to Hirers who use facilities for private purposes, including birthday parties, weddings, and family reunions (subject to policy terms and conditions). Hirers who hire a parish or school hall for private purposes do not need to take out their own public liability insurance to cover claims against them or arising out of their use of the hall.*

Hire Period

Duration of use One-off Weekly Fortnightly Monthly Termly Other

Date / /20..... **Entry time**..... am / pm **Exit time**..... am / pm

Hours Required Greater than 6 hours Less than 6 hours

Consider access for setup and clean up. Access required outside of hire period is likely to incur additional cost.

Facility, Fee Schedule

<input type="checkbox"/> Hall, kitchen, toilets	Greater than 6 hours	\$130	
	Less than 6 hours	\$70	
<input type="checkbox"/> Hall, toilets	Greater than 6 hours	\$100	
	Less than 6 hours	\$60	
<input type="checkbox"/> Hall, Toilets	One hour	\$15	
Bond	Compulsory, refundable	\$100	\$100.00
Cancellation Fee	Condition 10	\$20	
The cost of any necessary cleaning (post event inspection) will be charged to the hirer.			

Payment

Payment must be made at the time of booking or prior to the hire event.

Accepted payment methods are: Cash; Cheque; or EFT.

Keys

Keys must be collected prior to the date of hire from the school office during school office hours.

Keys must be returned to the school at the Hirer's earliest opportunity following the hire event, during school office hours.

Refund of bond following satisfactory inspection

Cheque Will be posted to the address provided

EFT Bank _____ Branch _____
BSB _____ - _____ Account No _____
Account Name _____

ACKNOWLEDGEMENT

The Hirer acknowledges receipt of the Conditions for Hire of the School and agrees to those conditions.

Signed for the Hirer

Signed for the School

.....
Name _____

.....
Name _____

Title Principal / Booking Officer

Date ____/____/20_____

Date ____/____/20_____

INCIDENT/INJURY/DAMAGE REPORT

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.....
.....

OFFICE USE

Fee and Payment

Hire fee \$ _____ Refundable bond **\$100** _____ Total \$ _____

Tax Invoice No BILL00 Date Invoice given to Hirer ____/____/20_____

Paid Date ____/____/20_____ Receipt No RCV00_____

Keys

Given to Hirer Date ____/____/20_____ Returned Date ____/____/20_____

Inspection after booking event

Inspected by _____ Date ____/____/20_____

Satisfactory Yes No, specify _____

Return of bond

Refund details Date ____/____/20_____ Amount \$ _____ Ref. No _____

Public Liability Insurance

Copy of Public Liability Insurance Certificate of Currency Received Yes No Not Applicable