



KALINDA PRIMARY SCHOOL FACILITIES HIRE APPLICATION FORM

I of

(First name) (Family name) (Address)

On behalf of

(Full name of organisation – if applicable)

Apply to hire the Multi-Purpose Hall for the purpose of:

.....

(Describe nature of activity)

To be held on: From: am/pm to: am/pm

(Date) (Time of day) (Time of Day – no later Than 1am)

Estimated attendance at function: Adults: Children (under 16):

Signed:		Phone:	(Bus)	(AH)
---------	--	--------	-------	------

If signed on behalf of an Organisation, state Office held:

Hirer's Nominee

Name of person responsible for function:	
Address of Nominee	

All Hirers must have Public Liability Insurance (see Item 14. Conditions)

Schedule of Charges	Refundable Security Deposit	Rate	No. of Hours	Charge
Casual Hire				
Multi-Purpose Hall	\$150.00	\$20.00 per hour (max. \$200)		
Canteen Facility		Additional \$5.00 per hour		
			Add 10% GST	
			Total Hire Charge	

.....

(Please cut here)

Confirmation of Booking and Security Deposit Payment	Signature of Principal/Assistant Principal
---	--

Conditions relating to the Hire of Kalinda Primary School Facilities.

1. Kalinda Primary School reserves the right to accept or deny the use of any or all facilities of the school or to accept or deny any application for hiring any or all facilities. Kalinda Primary School Council also reserves the right to modify or change the Agreement of Conditions of Hire at any time.
2. Each application for the use of the facilities must be made on the appropriate form and submitted to the Principal as Executive Officer for Kalinda primary School.
3. No booking shall be deemed to have been made until the application form and security deposit have been lodged and a Confirmation of Booking received by the hirer.
4. Security Deposit will be refundable provided all conditions of hire have been adhered to.
5. All facilities that have been hired must be left in a clean and tidy condition, including the immediate area and car park. The floors must be swept and the Canteen floor must be mopped. Failure to do so may incur a fee, which will be deducted from the deposit.
6. The hirer will be responsible for any damage incurred, whether accidental or intentional and shall be liable to rectify or pay the full cost of damage to the satisfaction of Kalinda Primary School Council. Such rectification or payment must be made within fourteen (14) days of notification of same by Kalinda Primary School.
7. No notice, sign, advertisement, scenery, fittings or decorations of any kind shall be erected, attached or affixed to any buildings, walls, fittings or furniture without the prior approval of the Principal.
8. Kalinda Primary School shall not be liable for any damage, injury, death or loss suffered by the hirer or members of his/her party or organisation, however caused, whether or not the cause was foreseen by Kalinda Primary School Council.
9. An approved member of the Council or School Community shall ensure that all doors and buildings are securely locked before departure and that all alarms are activated.
10. The Principal and/or nominated delegate shall be entitled to unhindered access to any facility at any time.
11. All noise, health, and any other by-laws that may apply will be strictly adhered to.
12. Smoking or the consumption of any illegal substance is strictly forbidden in school buildings or on school property.
13. LIQUOR. If intoxicating beverages are to be consumed at the function the following action must be taken by the hirer:
 - a) Application must be made to the School principal for permission to have intoxicating beverages at a function on school property. The Principal will then make a decision or take the application to School Council for a decision;
 - b) Any additional conditions made in relation to liquor consumption must be strictly adhered to;
 - c) If required, a Liquor Licence must be obtained and a copy sent to the school;
 - d) Any consumption of alcohol must be undertaken in a responsible manner.
14. INSURANCE. Current public Liability Insurance cover must be obtained by the Hirer and a copy of the policy given to the Principal not less than seven days before the activity. No claim may be made against Kalinda Primary School or its members or employees for accident, injury or damage resulting from the use of buildings, grounds, fittings or equipment. These will be used solely at the Hirer's own risk and the purpose for which the facilities were hired. In the event of any claim being made against Kalinda Primary School, the Hirer agrees to indemnify the school (and its members and/or employees) for any and all compensation payable in relation to such a claim.
15. The Hirer shall, by signing below, accept all conditions of hire and acknowledges that these conditions have been read and understood.

NAME: _____ SIGNATURE: _____

Name of Organisation (if applicable): _____