



TERMS AND CONDITIONS OF VENUE HIRE

1. APPLICATION PROCESS

Bookings

- 1.1. Bookings are to be made by completing a Venue Hire Application form.
- 1.2. Caloundra City Private School reserves the right to refuse or cancel any booking/s that do not comply with the School's Conditions of Hire.
- 1.3. The person completing the Venue Hire Application Form, and whose signature appears on the form, is subject to these conditions of Hire, and must be over 18 years of age.
- 1.4. The application will not be considered unless all sections of the form are completed.

Limit of Hire

- 1.5. Where the hire agreement exceeds a period of one week, Caloundra City Private School reserves the right to relocate, where possible, or cancel the hire when the booked venue is required for use by the School.
- 1.6. The hirer is required to remain on-site until the conclusion of the event to ensure all responsibilities are undertaken. Please ensure all windows and doors are closed on departure. The CCPS Caretakers will secure the venue once all guests have vacated the venue. Please refer to Section 3.3
- 1.7. If hiring Raelene Boyle Hall, no food or drink is permitted inside the venue.
- 1.8. Use of the School Audio Visual or Sounds equipment is not permitted by individuals. If Audio Visual equipment is required, please contact the booking officer to assist with your requirements.

Cancellation of Bookings

- 1.9. CCPS may cancel the booking with two weeks' notice if:
 - The venue is required for any unexpected School events not scheduled at the time of booking

- Repairs or alterations to the venue are required.
- 1.10. CCPS may cancel a booking with short notice if:
 - In the event of an emergency ie: natural disaster
 - The hire fees and/or bond have not been paid within the allocated timeframe
 - The hirer has not provided evidence of a least \$20 Million Public Liability Insurance policy
 - 1.11. The hirer may cancel its booking by written notice to the booking officer at any time before the hire date. All monies will be refunded to the hirer upon receiving written notice of the cancellation although 10% cancellation fee may apply.

Sub-Letting

- 1.12. No venues hired shall be sub-let or any tenancy transferred.

2. FEES AND CHARGES

- 2.1. Fees and charges are costs for the use of the venue and its facilities and equipment.
- 2.2. Venue Hire Fess must be paid at the time of application or in the case of regular bookings, by arrangement with the booking officer.
- 2.3. Regular hirers will be invoiced at the end of each month (in advance).

3. CONDITIONS

- 3.1. Where applicable, it is the responsibility of the hirer to obtain necessary permits from the relevant authorities as required for the planned activities. All activities must be in keeping with the values and standards of the School. All programs must be provided for approval in advance.
- 3.2. The hirer and all guests are confined to the venue and its accompanying facilities-this does **NOT** extend to other areas of the campus. Children must be supervised at all times.



3.3. Vacation of the venue is to occur within a 15 minute window from the end of your agreed booking time as declared in the venue hire agreement form. No bookings are to be made after 10pm.

3.4. There is no consumption of alcohol at CCPS School Venues.

3.5. Liquor is not to be sold.

3.6. Vehicles are not permitted to park across lawns or pathways. Vehicles must park in the allocated school carpark at all times.

3.7. Special conditions may be imposed on the final agreement specific to the event.

3.8. The hirer must ensure that no gates are interfered with.

3.9. The School accepts no responsibility for private property left at the School.

Animals

3.10. Animals are not permitted on School Campus, with the exception of guide dogs for visually impaired persons.

Catering/Kitchen Use

3.11. A kitchen is available for hire.

3.12. If kitchen facilities are to be used, all surfaces and appliances must be thoroughly cleaned and restored to its proper condition at the completion of the hire. CCPS will engage professional cleaners where required and costs will be charged to the hirer.

Child Protective Requirements

3.13. Hirers whose activities include children under the age of 18 years must comply with current legislation with regard to the Commission for Children and Young People and Child Guardian Act 2000. This includes having undertaken appropriate risk assessments and holding a current blue card. For more information refer to www.qfcc.qld.gov.au or www.bluecard.qld.gov.au

Cleaning

3.14. The hirer of the venue will be responsible for all cleaning charges

which may include, but not be limited to, the return of all furniture to appropriate storage areas, sweeping, mopping, dishwashing, and collection of any litter from the Venue and surrounds. No rubbish of any kind is to be left within the Venue, courtyards or surrounds. The hirer is responsible for rinsing all crockery and cutlery and ensure all surfaces are wiped clean from any food or drink spillage.

Room Hire Requirements

3.15. The hirer must not mark, damage or make alteration to any part of the venue or erect or install any fixtures, fittings or other attachments.

3.16. Decorations may not be placed or affixed in any way that may cause damage to any part of the venue (eg. Interior/exterior floors, walls or other surfaces).

3.17. The hirer must remove all decorations and will be responsible for all costs associated with any damage to the venue caused by the decoration.

3.18. Decorations will only be permitted at the discretion of the Booking Officer.

3.19. In the event the hirer loses the keys provided by the School, liability for replacement costs will rest with the hirer.

Damage and Breakages

3.20. The hirer is responsible for the full replacement cost of any damage or breakages to the building, its fittings and contents.

3.21. All breakages must be reported to the caretaker and/or School staff.

Fire Exits / Fire Fighting Equipment

3.23. Fire exits must be kept unlocked and clear of obstacles for a distance of two meters at all times. The hirer shall keep each corridor, passage and exit in the venue clear of obstructions and ready for use in an emergency. It is the responsibility of the hirer to observe all venue signage relating to fire and



safety precautions. The hirer must not interfere with the fire doors and doors fitted with automatic closures.

- 3.24. Emergency equipment including fire extinguisher and hoses are located within the venues. A two metre square area must be left clear around these safety items at all times. These are to be used only in the event of an actual emergency. Any use of these devices resulting in a false alarm and subsequent callout by the Qld Fire & Rescue Service will result in a fine of \$1,000 which will be charged to the hirer.
- 3.25. The hirer must advise if the fire extinguishers have been used in any way. If CCPS considers that the fire equipment is or has been used in an irresponsible manner the cost of inspection and replenishing will be charged to the hirer.

First Aid Supplies / Information

- 3.26. It is the responsibility of the hirer to provide first aid supplies, including ice packs, and administer any first aid they feel necessary during an event.

Public Liability Insurance

- 3.27. Hirers may need to provide evidence of Public Liability Insurance cover for the hire period, and where relevant, a copy of the Certificate of Currency is to be submitted with the completed Venue Hire Application Form, prior to the event date. The hirer can discuss Public Liability requirements with the Booking Officer.
- 3.28. The Hire agrees to effect insurance which at all times covers liability to the public for an amount not less than \$20,000,000.
- 3.29. The hirer shall be liable for, and will indemnify CCPS against, any claim, injury, death, loss or damage to any person or property arising from the hire of the venue.

- 3.30. The hirer agrees to notify the School of all injuries or damage arising out of the hirer's use of the School facility within 7 days of becoming aware of the injury or damage.

Risk Management

- 3.31. The hirer agrees to carry out any instruction or direction given by CCPS with regard to complying with Work, Health and Safety legislation including participating in an Induction Session prior to the commencement of the event or for regular hirers, once per year.
- 3.32. At no time does CCPS accept any responsibility for the security or safety of the hirer's property.
- 3.33. It is the responsibility of the hirer to ensure that children attending an event are supervised by adults at all times and remain within the proximity of the hire area.
- 3.34. The hirer agrees to abide by the selected Venue's maximum capacity guidelines, at all times, as set by the Fire Safety Authority and CCPS will not be held responsible for any criminal charges or repercussions that could arise where the hirer has failed to comply with these guidelines.

Parking and Traffic Control

- 3.35. CCPS will arrange for the presence of traffic control operators to assist with traffic flow, parking allocation and safe entry and exit of the Campus at an event that is deemed to warrant such. The cost of parking and traffic control operators will be charged to the hirer.

Equipment

- 3.36. The hirer agrees to comply with the Schools requirements relating to equipment. Permission must be sought prior to any external equipment, not belonging to CCPS, being brought or used on Campus. Equipment must comply with Australian Standards. CCPS has the right to refuse the



installation and use of any equipment which fails to meet our Work Health & Safety guidelines or Australian Standards.

Smoking

3.37. Smoking is prohibited within the School Grounds and facilities at all times.

Security

3.38. CCPS will arrange for security presence at an event that is deemed to warrant such. The cost of security will be charged to the hirer.