



USE OF HALL and STAFF ROOM

“Our vision is to develop the hall as a multi-purpose school and community facility and to encourage regular use by responsible community groups.”

GENERAL

1. All enquiries should be made through the school office (Phone 327 7231). For out of hours queries please call our Caretaker (Peter Hills 327 5137 or 027 870 7207)
2. Kaiapoi Borough School will have priority at all times. Every effort will be made to give reasonable notice of any change to regular bookings and to assist with alternative arrangements if possible
3. Keys will be issued from the school office during normal school hours and are to be returned at the end of the hire period. A staff member will instruct you on the alarm system and give any further information as required
4. Keys will be returned to the school within 3 days of the completion of hire, unless other arrangements have been made
5. The school and grounds are a “Smoke Free” zone – **NO SMOKING IS PERMITTED**
6. Prior arrangements must be made for the consumption of alcohol (Board of Trustees approval is required).
7. Parking of cars **MUST ONLY BE** on hard surfaces in approved parking areas (unless by prior arrangement)
8. Out of respect to our neighbours we request that music/bands finish at 11pm (or by prior arrangement with the school and neighbours)
9. Additional equipment use is by prior arrangement only (eg trestles, sports equipment, sound equipment etc) and may be subject to an additional fee
10. Regular hall hirers are to give two weeks notice when terminating hire.
11. A \$50 call out fee will be charged to the hirer if our Property Manager is called out due to the hirer’s negligence
12. Minor damage will be the responsibility of the hirer and must be paid within 7 days.
13. If major damage occurs requiring an insurance claim, the hirer will be liable to pay \$1,500 which is our school insurance excess amount

CONDITIONS OF HIRE

The hirer will be responsible for the following:

- Opening and locking up
- Checking emergency evacuation procedures which are displayed in the hall
- Checking all exit routes to ensure they are clear of obstructions
- Making any necessary provisions to ensure that disabled persons can be evacuated
- Ensuring lights, heaters and power switches are turned off
- Using the facility responsibly and leaving it in a clean and tidy condition – commercial cleaning charges may apply if it is necessary to clean the hall

BOND

1. Payment of a negotiated bond may be required before obtaining a key
2. The hire may be terminated and the bond forfeited under the following circumstances, if:
 - Smoking occurs
 - Alcohol is consumed without prior arrangement
 - Possession of a key and/or alarm security number or property is abused
 - Non-payment of the cost of any repairs within 7 days of damage
 - Any equipment is used without permission
 - The hall is not left clean and tidy, locked and alarmed
3. The negotiated bond will be returned when all outstanding hire costs have been paid and the key returned

CHARGES

- Are negotiable if facilities are being used for longer periods
- Are reviewable annually
- The use of equipment (trestles, sports equipment etc) may incur an additional charge and is subject to prior arrangement
- Regular hall hirers will be invoiced term by term
- Casual hirers may be required to pay in advance

Hall **\$20 per hour including GST from September to April**
\$24 per hour including GST from May to August *(or if the kitchen is used)*

Staff room **\$12 per hour including GST**

Please fill out and return to the school office to confirm your booking:

Date booking required: Date/s: _____

Time: Start: _____ Finish: _____

Club/Organisation: _____

Billing Address: _____

Contact Person: _____

Telephone: _____

Mobile: _____

Other Details: _____

I confirm I have read and understood the conditions of hire.

Signed: _____ Date: _____

OFFICE USE ONLY:

Key # issued:	Triton Security: Phone 0800 797 999
Date key taken:	PIN:
Date key returned:	Password: "Kauri"