

Carnaby Room Hire

Terms and Conditions of Hire



PROCEDURE FOR FACILITY HIRE

1. Obtain an Application Form - An application for room hire must be lodged in person to Moerlina School and be accompanied by the Booking Fee. The application forms shall be fully completed and accompanied by proof of identity of the applicant either by way of motor vehicle licence, birth certificate, passport or current rates notice. Incomplete applications cannot be processed.
2. Visit the School – Make an appointment to visit the School and look over the facilities to make sure they are suitable and safe for your requirements.
3. Make payment - Bookings will be regarded as confirmed when the required bond has been paid to the School prior to the function. An invoice will be provided for the booking on request. Payment details are provided on the Application Form.
4. Obtain Public Liability Insurance Cover - This is required to protect you and the School against any claim which may arise from the activities you are organising. Return the Application Form with a copy of the Insurance Certificate of Currency/Policy to the School.
5. Consumption of Liquor – Responsible consumption of liquor is allowed at this facility, however a liquor licence is required from the Department of Racing, Gaming and Liquor where it is intended that alcohol will be sold. The Applicant is responsible for submitting an application through the appropriate government department and ensuring a copy of the approved liquor licence is provided to the School prior to the event.
6. How to Change your Booking - If you decide to change or cancel your booking you must provide details of the change in writing to the School. Where less than 7 days' notice is given, the Booking Fee of \$50 will be forfeited.
7. Collect the Key – You will need to collect the key prior to your booking date, unless the booking is during school hours. On receipt of the key, or on arrival at the venue during school hours, you will be provided with information about the Emergency Evacuation procedures for the building and relevant Emergency Contact numbers.
8. The school reserves the right to refuse an application for room hire without giving any reason.

ACCESS AND KEYS

1. Access to the room will only be available from the date and time shown on the Room Hire Application unless otherwise arranged with the School.
2. Keys are to be collected from Moerlina School between 9am-3pm weekdays and proof of identification will be required. If the person collecting the key is not the Applicant then the Applicant will need to provide that person with written authority to collect the key (an email to the School will suffice).
3. A four digit number code for the security system will be given to the Applicant when the keys are collected, along with Emergency Evacuation details and emergency contact details.
4. Accessing the alarm key pad registers the time of entry and exit of the building.

5. Failure to arm the building on exiting may result in a cost for additional hours being deducted from the bond held.
6. Keys shall be returned by 10:00am the next working day following the completion of the hire period.
7. The Applicant shall report any loss of room keys to the School. The cost to replace the keys and/or locks to the room will be debited from the bond.

USE OF ROOM

1. The room is available for hire between the hours of 7:00am and 10:00pm. Hiring time will include time needed for applicant to set up and clean up. All equipment, food and beverages which are required for the function are to be delivered to the room within the period of hire, unless otherwise arranged with the School.
2. The minimum hire period for the room is 2 hours for a single booking, 1 hour for a recurring booking. The maximum hire period is 15 hours (7:00am to 10:00pm) each day unless agreed with the School.
3. The room is only to be used for the purpose shown on the application form and approved by the School.
4. Bookings are not available for 18th or 21st birthday parties.
5. Should the Applicant be wanting to use any other part of the School facilities during the hire period apart from the room and carpark, (eg. oval, playground), this must be agreed with the School and noted on the application.
6. The Applicant shall ensure that children are supervised by accompanying adults.
7. Parking is available in the marked bays of the car park outside of school days, or on nearby streets on school days. A map of parking options is available on request.
8. Nails, tacks or screws are not to be put into any part of the building and the use of adhesive tape or bluetac on walls is prohibited.
9. Decorations hung from lights and all balloons must be removed from the room prior to activating the security system.
10. School staff may have access to the room at all times without prior notice.
11. Contents of cupboards and drawers in the main area of the building belong to the school and are not to be accessed at any time during the hire of the room. This will be the responsibility of the person named on the Application Form.
12. The room shall be left in a clean and tidy condition. Clean up must be completed at the conclusion of the function. Cleaning shall include:
 - Removal from the room of waste that cannot be deposited in bins provided for in the room,
 - Wiping all horizontal surfaces in the kitchen and bathrooms,
 - Ensuring all floors are left in a safe and dry condition,
 - Sweeping or vacuuming all floors,
 - Ensuring all chairs and tables are clean and properly stacked in the designated storage area.
 - Ensuring the cutlery, crockery, urn etc used during the hire period must be left clean, dry and returned to their original location.
 - Ensure the dishwasher has been unpacked and dry items returned to their original location.

- Ensure items, other than personal items brought into the room are not removed from the room.
13. On completion of cleaning please check that all lights, heating and cooling units are turned off and that the room is then secured with the proper key and the security system armed. In the event that the School's subsequent inspection shows that the room has not been left in a clean and tidy condition the cost of any cleaning deemed necessary by the School shall be deducted from the bond.
 14. In a case where the Applicant finds the room in bad/damaged condition prior to their use, it is their responsibility to report the room condition to the School. During work hours contact the school on 9384 5894. An emergency contact after hours number will have been provided with the key to the room.
 15. The Applicant shall take all necessary steps to ensure that noise emitted from the facility (including any car park or outdoor areas) during any function does not cause annoyance to nearby residents. This can be done by ensuring doors and windows are closed if music is playing.
 16. Smoking in the building and on the School grounds is prohibited.
 17. Sub-letting of the room is prohibited. In the event that the Applicant parts with possession of the room to a person not approved by the School, then the Applicant will remain liable for any damage caused by that person.
 18. The Applicant shall be liable for any loss or injury caused to persons who attend the room or its environs during the function. Please note that the School's public liability insurance policy protects the School only, and does not protect the Applicant or any other person against a claim made with respect to the period of hire of the room. It is the Applicant's responsibility to ensure the facility being booked is suitable for their needs. It is strongly recommended that the Applicant take appropriate steps to ensure a sufficient public liability insurance policy is in place prior to the commencement of the function.
 19. The Applicant is liable for any damage caused to the room, any fixtures or fittings contained within the room during the period of hire and/or use, whether caused by the Applicant, his or her invitees or any other person.
 20. In the event that during the period of hire and/or use any damage is caused to the room or any property therein, the School may, at its absolute discretion, call on the bond and apply it to repair the damage. If an insurance claim is made by the School, the Applicant will be required to pay the excess amount of \$500. Assessment may take several weeks depending on the severity of the damage, and bonds may be held until all assessments are made.
 21. The Applicant shall ensure the number of people using the facility does not exceed the maximum number of persons stated in this application.
 22. The security system for the building shall be armed upon exiting the building. If security is called out for any reason during the period of your hire or directly after, as a result of the building not being secured properly, the call out charge will be deducted from the room hire bond.
 23. Bonds will be refunded by the School subject to the Applicant complying with all obligations in respect of the room.
 24. Where an Applicant wishes to make a regular booking, the bond will be deposited prior to the first hiring period and refunded following the final hire date.
 25. All bond refunds will be made by direct transfer as per the details on the Application Form.