



Venue Hire Agreement

Terms and Conditions

Nowra Anglican College welcomes the use of its facilities by outside persons, bodies and organisations.

Bookings will not be accepted without the specified Application Form and Deposit Bond and any other applicable forms being received by the College. Approval of booking and confirmation will be sent to you after availability has been confirmed.

The College reserves the right to absolute discretion in the hiring of their facilities and has the right to refuse any person or persons, body or organisation without giving reason thereof.

The hirer is only permitted to use, and have access to the premises and equipment on the dates and at the times specified on the Application form. It is recommended that Hirers take into consideration when making your bookings to include time for Set-up and Clean/Pack-up. This time is included in the hire time and will be charged at the appropriate hourly rate.

Every Hirer must have Public Liability Insurance and a copy of the Certificate of Currency must be included with the Application Form

Obligations of the Hirer:

Nowra Anglican College agrees to hire their various venues and equipment to the Hire subject to the following obligations, as well as those listed in the Hire Agreement: All Hirers are required:

- To read and adhere to all Terms and Conditions of the Venue Hire Agreement
- To read and agree to pay all Fees and Charges listed in the Facilities Hire Fee Schedule in the manner and time agreed.
- To complete the relevant Facilities Hire Application documents, and pay the associated Deposit Bond to secure their booking. Bookings will not be accepted without this being undertaken.
- To inspect facilities/equipment/courts/fields prior to hiring date to ascertain that the facilities are deemed fit for their particular needs/usage and satisfy their requirements.
- To read and agree to all terms and conditions of Risk Assessment documentation.
- To bring their own First Aid kit and resources.
- To provide their own telephone/communication coverage.
- To leave the facilities and equipment in satisfactory condition, and remove all rubbish.
- Not to remove anything owned by the College from the facilities or the grounds.
- To lift (not drag) anything moved within the facilities and to return it to its original position.
- Not to use any exhibits or decorations in the facilities without the prior agreement of the Business Manager, Executive Principal or Head of Campus.
- To report to the College any loss or damage to property and to pay for its repair or replacement.
- Not to permit smoking within the facility or ANYWHERE on the College grounds.
- To switch off all lights, air conditioners, sound and AV systems, cooking appliances and all other equipment before vacating the facility and grounds.
- To secure all windows and doors on vacating the facility.
- To keep, in effect and in force, Public Insurance cover as outline the Venue Hire Agreement.
NO INSURANCE = NO HIRE
- To conclude evening functions by 9.00pm and the premises vacated by 10.00pm.
- During the period of hire not to create nuisance either by way of noise or otherwise so as to inconvenience adjoining properties.
- Not to carry out any illegal activity in or about the facility or anywhere on the College grounds.

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- Not to move Pianos without prior agreement from the Business Manager Executive Principal or Head of Campus.
- Not to sell or serve liquor on the premises.
- To keep the volume of amplified sound/music to acceptable levels in accordance with the Environmental Protection Act. All music must be turned down by 8.00pm and ceased by 9.00pm on both weekdays and weekends.
- To return all hire facilities to the condition they were in prior to arrival. An invoice will be issued for additional cleaning or rearranging of furniture if determined necessary on inspection by the Business Manager Executive Principal or Head of Campus after the event/activity.
- To leave all facilities, change rooms, toilets in a clean and tidy condition.
- To ensure that all participants, officials, spectators and others wear footwear that will not mark any floor surfaces.
- To permit the Venue Hire Manager or School Executive to enter the facilities during the event at any time.
- To provide safety briefing (fire and emergency) for the number of persons determined prior to the event/activity.
- To comply with all Occupational Health and Safety Regulations and Child Protection Legislation.
- To comply with all directions, venue policies and procedures provided to the Hirer by or on behalf of the College Venue Hire Manager.
- 24 HOURS NOTICE MUST BE GIVEN IN RESPECT TO CANCELLATION OF THE EVENT/BOOKING. IF THE ORGANISATION FAILS TO DO SO THEY WILL BE CHARGE AND THE APPROPRIATE HOURLY RATE.

I agree to the Terms and Conditions stated in the Venue Hire Agreement:

Name: Signature

Position: Date:

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