



GARRANG WILAM
PRIMARY SCHOOL

APPLICATION FOR GWPS VENUE HIRE

Facility Hire Application Form

Date of Application							
Name of Organisation/ Position							
ABN/ incorporation number (if applicable)							
Contact Name							
Postal Address							
Email Address							
Contact Phone Number	Home Mobile Work						
Please indicate the hire category	<input type="checkbox"/> Community Organisation/Individual <input type="checkbox"/> *Copy of Not for Profit registration attached? Yes No <input type="checkbox"/> Commercial Organisation/Individual						
Dates of booking	Casual (insert dates) --/--/--						
	<table border="1"> <tr> <td>Regular (school term-weekdays) <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday </td> <td>For all of <input type="checkbox"/> Term 1 <input type="checkbox"/> Term 2 <input type="checkbox"/> Term 3 <input type="checkbox"/> Term 4 </td> </tr> <tr> <td>Term Break bookings <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday </td> <td>Dates from --/--/-- to --/--/--</td> </tr> <tr> <td>Regular (school term-weekends)</td> <td>For all of</td> </tr> </table>	Regular (school term-weekdays) <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday	For all of <input type="checkbox"/> Term 1 <input type="checkbox"/> Term 2 <input type="checkbox"/> Term 3 <input type="checkbox"/> Term 4	Term Break bookings <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday	Dates from --/--/-- to --/--/--	Regular (school term-weekends)	For all of
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Regular (school term-weekends)	For all of						

	<input type="checkbox"/> Saturday <input type="checkbox"/> Sunday	<input type="checkbox"/> Term 1 <input type="checkbox"/> Term 2 <input type="checkbox"/> Term 3 <input type="checkbox"/> Term 4
Venue you wish to hire	<input type="checkbox"/> Gymnasium <input type="checkbox"/> Electronic scoreboard <input type="checkbox"/> BBQ Hire <input type="checkbox"/> Canteen <input type="checkbox"/> Music Venue <input type="checkbox"/> Visual Arts Venue <input type="checkbox"/> Conference Room <input type="checkbox"/> Community Hub Meeting Place <input type="checkbox"/> Outdoor Courts <input type="checkbox"/> Outdoor Oval	
Time of booking <ul style="list-style-type: none"> • The minimum booking duration is 1 hour for a week day. • The minimum booking duration is 4 hours for Saturday, Sunday and Public Holidays. 	Weekdays <ul style="list-style-type: none"> <input type="checkbox"/> 3:00- 4:00pm <input type="checkbox"/> 4:00- 5:00pm <input type="checkbox"/> 5:00- 6:00pm <input type="checkbox"/> 7:00- 8:00pm Saturday, Sunday, Public Holiday <ul style="list-style-type: none"> <input type="checkbox"/> 8:30-9:30am <input type="checkbox"/> 9:30-10:30am <input type="checkbox"/> 10:30 -11:30am <input type="checkbox"/> 11:30-12:30pm <input type="checkbox"/> 12:30-1:30pm <input type="checkbox"/> 1:30-2:30pm <input type="checkbox"/> 2:30-3:30pm <input type="checkbox"/> 3:30-4:30pm <input type="checkbox"/> 4:30-5:30pm <input type="checkbox"/> 5:30-6:30pm Other	
Details about your organisation	Please provide a brief outline of your organisation. Who you are, your target audience and what you hope to provide by hiring the venue.	

Estimated number of people attending	Adults Students
Estimated number of vehicles (The organisation may need to provide a traffic management plan)	

Conditions of Hire

General Conditions of Hire

1.1 The right to use any venue is subject to the School Council receiving a completed Facility Hire Application Form, signed by the proposed Hirer undertaking to comply with all conditions of hire. Where the Hirer is a Community Organisation the application must be signed by the President or Secretary.

1.2 All bookings will be confirmed in writing within approximately 30 business days of receipt of application.

1.3 Tentative bookings will be cancelled by School Council two weeks prior to proposed event / function, unless a signed application form is received within this time.

1.4 This is an agreement for casual and regular hire of facilities and does not deem to provide any lasting rights of possession or other tenure over the facility to the Hirer. Nothing contained within these conditions shall confer on a Hirer the right to exclusive possession or right to sub - let the facility in any manner.

1.5 Commercial/regular user Organisations can arrange multiple hire and extended term hire to a Maximum of 12 months by completing one Facility Hire Application Form.

1.6 School Council reserves the right to uphold the definitions detailed in the GWPS Facility Hire Policy.

1.7 The Hirer shall be entitled to use only those areas in the facility requested by the Hirer and approved by School Council. School Council reserves the right to let any other portion of the buildings for any other purpose or purposes at the same time, where appropriate.

1.8 The Hirer must only use the facility for the use specified in the Hire Application Form.

1.9 The Hirer must only use the facility between the hours specified in the Hire Application Form or otherwise with permission of School Council. Any use beyond those times will be subject to an additional fee.

1.10 No period of hire shall be transferred or assigned by the Hirer to any other individual or organisation.

1.10 Gambling must not take place in any part of the facility. Gambling is extended to include any game of chance at which either directly or indirectly money is passed as a prize.

1.11 School members may enter and remain in any part of its premises at any time.

2 Public Liability Insurance

All hirers are required to have Public Liability Insurance for any single event for the sum of \$10 Million. A separate insurance cover must be taken out for every event / function. A Certificate of Currency of Insurance must be provided to Council at the time of submitting the application form for hiring of the facility.

3 Liquor Licensing

The sale of liquor is forbidden unless the Hirer obtains a permit from the Liquor Control Commission. A copy of this permit must be submitted with the Facility Hire Application Form. A liquor licence is required if liquor is being sold either directly or indirectly, or as part of an all-inclusive charge. An application for a limited licence costs \$90.50 and takes about 8 weeks to process. The application fee is not refundable. The application can be lodged either online, via the Liquor Licensing website - www.justice.vic.gov.au/alcohol or via the mail.

4. Local Laws

In accordance with Tobacco Act 1987 (and changes to the Act 1st July 2007) NO SMOKING is permitted within any enclosed premise. Enclosed means an area, room or premises that is or are substantially enclosed by a roof and walls, regardless of whether the roof or walls or any part of them are a) Permanent or temporary b) Open or closed Persons wishing to smoke must do so outside the building and away from doors and openings to the building.

5. Working with Children Act 2005

The Tenant must comply with the following obligations as stated in the Working with Children Act 2005 (Refer GWPS Facility Hire Policy)

6. Noise level

6.1 The Hirer shall not permit the level of noise from any entertainment to exceed the level recommended by the national Health and Medical Research Council of Australia, viz 100db per half hour per day. The Hirer must meet EPA guidelines.

6.2 Please consider local residents by keeping noise levels to a minimum. An announcement should be made to your guests at the end of the event to ensure that they leave the venue quietly.

7. Signage

No notice, sign, or advertisement of any kind shall be erected on the building or attached / affixed to the walls, doors or any other part of the building, fittings of furniture without the prior written consent from Council. No stage props, decorations, electrical lighting, naked lights or articles of a similar nature shall be used without the consent of the School Council. All such articles shall be removed by the Hirer at the end of the function. Any cost incurred by School Council in removing such articles shall be recoverable and deducted from the Hirer's bond.

8. House Keeping Rules

8.1 Safety Regulations: The Hirer should note all fire exits, fire extinguishers and emergency procedures provided within the facility. The Hirer should be aware of emergency procedures as displayed within the facility.

8.2 The Hirer is responsible to leave the premises in a clean and tidy condition. All rubbish, refuse and waste must be placed in the green rubbish bins provided. Any excess rubbish, refuse and waste must be removed from site and disposed of by the Hirer in a responsible manner. Floors must be left clean and wet mopping may be required. Any cost incurred by School Council in cleaning the premises shall be recoverable and deducted from the Hirer's bond. Council will notify the hirer prior to undertaking the work.

8.3 The Hirer must ensure that all lights and electrical appliances, including heating and cooling are switched off before vacating the facility and are not used unnecessarily.

8.4 The Hirer must ensure that all windows, doors and points of entry are properly locked / secured when vacating the facility.

8.5 Hirers are not permitted to bring their own BBQs onto site. Hirers must utilise the schools BBQ and must only use in the designated BBQ area. Hirers must ensure that all oil and fat from BBQ's is contained and disposed of responsibly.

8.6 Facility keys may be collected one day prior to the Hire booking from the School.

8.7 First Aid Kits must be supplied when hiring one of our venues.

8.8 The gymnasium is fitted with smoke detectors devices. NO smoke machines or candles are permitted. An alarm will sound if smoke is detected. This is NOT connected to the Fire Brigade. The Hirer must still contact 000. The Hirer will be charged for any call out fees by the Fire Brigade.

8.9 Vehicles are only permitted in the designated car park. They are not permitted on the school grounds unless authorised by the School Council.

9. Property Damage

9.1 The Hirer shall be responsible for the full observance of good order and condition and for the maintenance and preservation of good order in the facility, throughout the duration of the hire period.

9.2 All persons using the facility should behave in an orderly manner and no damage to property shall be permitted to any part of the facility.

9.3 The floors, walls, curtains or any part of the facility or any fittings or furniture shall not be broken, pierced or damaged in anyway, including the use of adhesive tape.

9.4 The Hirer shall pay for any damage including external and environmental damage, except normal wear and tear.

9.5 The Hirer must not use or permit people attending to use confetti or glitter inside or outside the facility.

9.6 School Council will carry out all repairs resulting from any damage at the full expense of the hirer. The hirer must not attempt to carry out any repairs to damage caused. In the case of property damage related to vandalism/misuse the hirer will be responsible for the cost of repair beyond the bond amount.

9.7 The Hirer will contact the emergency contact on 0401 054 038 if damage constitutes a security issue; for example a broken window or a door won't lock.

10. Payments

10.1 All payments are to be made by BPay or Direct Debit

10.2 If the Hirer has booked numerous events over an extended period of time, they will be billed through a regular billing process and considered a regular Hirer

11. Working with Children Check

11.1 The Hirer must comply with certain working with children and police check requirements.

All hirers and/or their employees/volunteers/agents that engage in 'child related work' as defined in the Working with Children Act 2005 (Vic) are legally required to have a valid Working with Children Check (WWCC) (or have their application in progress). It is the responsibility of the school council to confirm that all persons who legally require a WWCC have one.

11.2 Once the school council has determined what persons, if any, require a WWCC, the school council must obtain satisfactory evidence of a valid WWCC. This would involve:

- i. obtaining copies of the relevant person's WWCC card or assessment notice (the card would be preferable where possible as it contains the card-holder's photo) and keeping such copies on file with the hire agreement; and
- ii. using the online checking system to confirm the status of the person's WWCC. This is done by entering the person's card number and surname on the WWCC

website at <https://online.justice.vic.gov.au/wwccu/checkstatus.doj>, confirming the status, and file noting the date the status check was undertaken (a short note on the copy of the card/notice is sufficient).

11.3 If a person has submitted an application for a WWCC and their application is currently being progressed, the person is legally permitted to commence child related work (so long as they have not previously been denied a WWCC). In these circumstances, the school council would require a copy of the person's application receipt, keep it on file, confirm the status online (as above) as 'in progress', and make a file note of the date the status check was undertaken.

11.4 If the school council requires that the hirer obtain police checks or comply with other requirements (such as relevant Department policies), these will need to be communicated to the hirer in writing

12. Determination

12.1 If the Hirer commits, permits or allows any breach or default in the performance and observance of any of these conditions of the Hire, the School Council may terminate the permission to use the premises and the Hirer shall immediately vacate the premises and the entire security deposit shall be forfeited to School Council.

12.2 It shall be at School Council's discretion to refuse to grant the hire of a facility in any circumstance and notwithstanding that permission to Hire the facility may have been granted or that these conditions may have been accepted and signed and the fees and deposit paid, the School Council shall have the right to cancel such permission and direct the return of the fees and deposits paid. The Hirer hereby agrees in such case to accept the same and shall be held to have consented to such cancellation and to have no claim at law or in equity for any loss or damage in consequence thereof.

GUIDELINES FOR EMERGENCY EVACUATION PROCEDURES USE OF BUILDING

The Hirer must:

- know where all safe exits and exit paths are located and designate a safe external assembly point;
- keep all exits and exit paths clear and know where emergency equipment is located (eg. fire extinguishers)
- ensure activities to be undertaken by the Hirer and the Hirer's guests are not dangerous;
- not interfere with any emergency equipment or notices;
- meet the cost of replacement or repair of such emergency equipment caused by any improper use;

EMERGENCY EQUIPMENT USAGE

The Hirer must:

- call the Fire Brigade (by dialing 000) before attempting to fight any fire;
- only attempt to fight a fire with the equipment provided and if it is safe to do so;
 - only use the fire fighting equipment if you have read and understood the instructions or are familiar with the equipment and its specific application and advise Council if emergency equipment is used;
- not continue to fight the fire beyond the first 30 seconds. If the fire is not extinguished within that time, the Hirer must commence the evacuation procedure. A handy guide is that if the fire cannot be extinguished by use of a single extinguisher, then evacuation is necessary.

EMERGENCY EVACUATION

The Hirer must:

- identify exact nature and location of the emergency;
- remain calm and leave in an orderly manner;
- remember to search all areas of the Community Hall for stragglers (only if safe to do so)
- report to the emergency authority (e.g. Fire Brigade) on status of all persons;
- only re-enter when authorised by the emergency authority
- SAFETY of the Hirer of the venues and the Hirer's guests is the Hirers responsibility whilst under the Hirer's care and control.

THE GYMNASIUM IS FITTED WITH SMOKE DETECTORS AND AN ALARM. THIS SYSTEM WILL NOT CONTACT THE FIRE BRIGADE. YOU MUST STILL CONTACT 000.

EMERGENCY CONTACT AFTER HOURS – TELEPHONE: 0401 054 038

Acknowledgement

I acknowledge that:

- I have read and understood the Conditions of Hire;
- Where the Hirer is a company or incorporated association, I am authorised by the Hirer to complete the application Form on the Hirer's behalf; and
- I am personally responsible for ensuring that the Hirer complies with the conditions of hiring the facility and if the Hirer breaches any of the conditions, I will be personally responsible for any such breaches, including any damage to the facility.
- If a permanent hirer, I agree to pay within 30 days of receipt of invoices, all hire fees.
- Bond will be forfeited after two years if unclaimed.
- I agree to provide a Public Liability Certificate of Currency with this application.
- I will ensure all Working with Children Check cards or VIT cards are supplied to the school.
- I will ensure qualified First Aid Trained personnel are in attendance and follow appropriate emergency procedures.
- I will collect student emergency contact details directly from parents and not use the school's management system.
- I agree to provide a list of students enrolled in my program to the school and to OHSC (if applicable)
- I agree to provide our own equipment/ materials, if not, I agree to pay a hiring fee of all equipment used.
- I agree to use the schools social media accounts to advertise.
- I agree to the hiring fee set by Garrang Wilam Primary School Council.
- I agree to provide a Covid 19 Safety Plan with this application.

Declaration of Conflict of Interest

When submitting its application the Hirer must declare any actual or perceived conflicts of interest which may arise between the Hirer and the School.

Insert Declaration here

Name	Witness Name
Signature	Signature
Date	Date

Date received: DD/MM/YY

Processed by: