

Please fill in this Form and return to Mrs Debra Brown, Facilities and Maintenance Manager
dbrown@vlc.vic.edu.au

ORGANISATION

Hirer / Organisation

Address

Phone Fax

Contact Name

Position Mobile Phone:

Email Address

HIRE DETAILS

Date of Hire: Purpose of Hire:

Time of Event: Time of Departure:

Time Access Required: Approx. Number of Attendees

Estimated Number of Cars requiring Parking

INDIVIDUAL FACILITIES *please indicate requirements*

MULTIPURPOSE HALL

- Basketball Court / Main Hall (714 seats)
- Stage
- Sound / Lighting Box Equipment
- Change Rooms

CLASSROOMS

- Gym 2 (seats 30)
- Gym 3 (seats 30)

Please note that Gym 2 and 3 can be opened up to form one larger room, seating up to 70

KITCHEN (FOR SELF-CATERING)

- Kitchen
- Kitchen Storage
- Urn

AUDIO VISUAL & FURNITURE EQUIPMENT

- Data Projection Lapel Mic Standard Mic Roving Mic
- Portable White Board Lectern Chairs x _____ Tables x _____

ADDITIONAL REQUIREMENTS / COMMENTS

Eg. Furniture required (tables/chairs)

AUTHORISATION

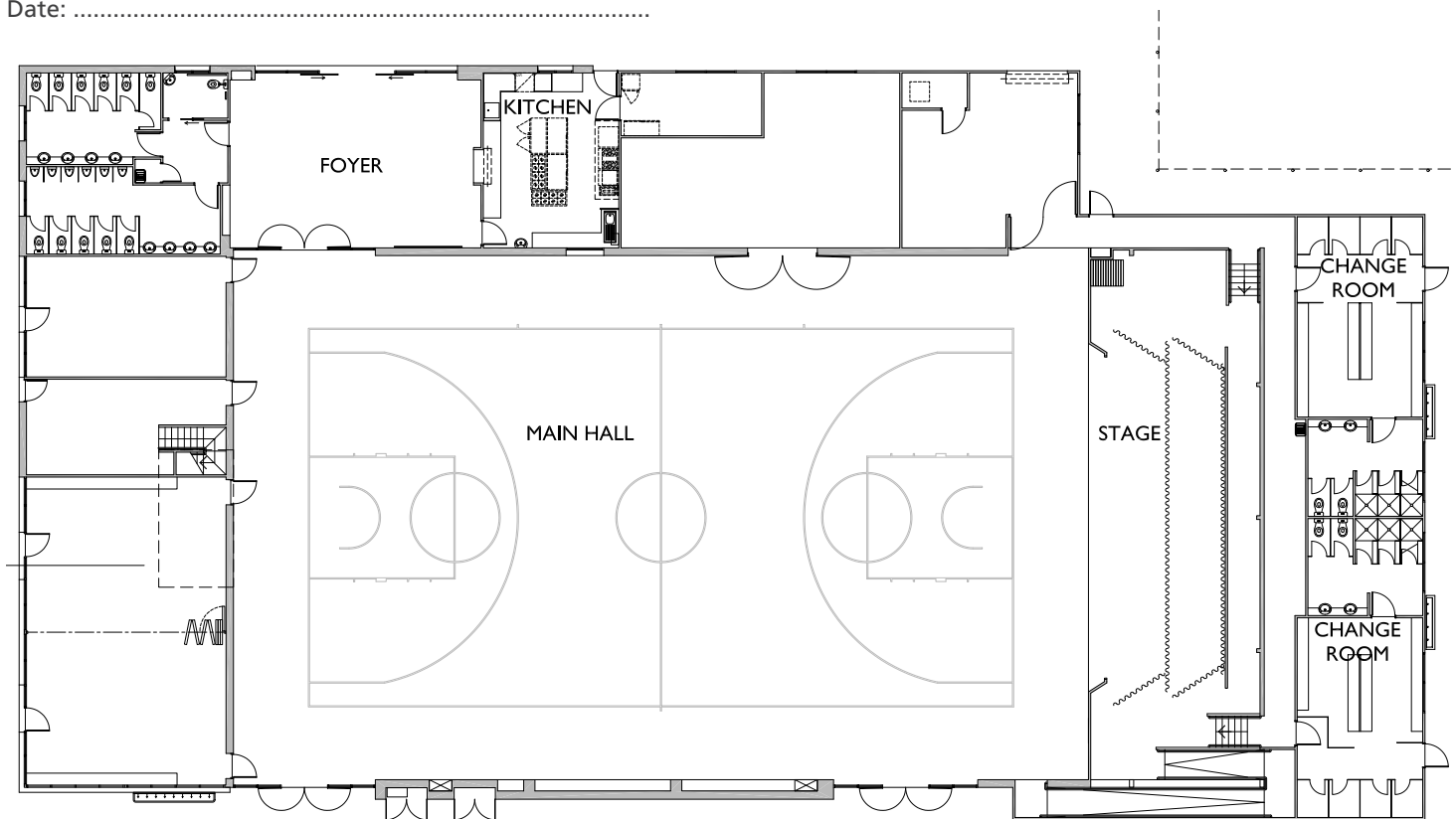
I hereby indemnify Victory Lutheran College, its officers, servants, agents and contractors from and against all actions, claims and demands of every kind for which Victory Lutheran College, its officers, servants, agents and contractors shall or may be legally liable in respect of or arising from any accident, loss, damage or injury to person or property by reason of anything done or omitted to be done by the hirer in connection with the usage of the Victory Lutheran College Multipurpose Hall and in connection with the Conditions of the Hire.

The above details and any other information attached represent a true and accurate representation at this point in time of requirements for my proposed event. I am aware that I can make changes or alterations to these details up until 3 working days prior to the start of the event, however I do realise that any significant changes made may affect the cost, provision of selected services or facility allocations identified or quoted. I recognise that it is my responsibility to keep Victory Lutheran College informed of any changes or alterations and shall do so in writing. I also accept, at a minimum, Victory Lutheran College has the right to invoice me in accordance with the information detailed on these pages.

I declare that I am authorised by the above organisation to hire the facilities for the purpose I have specified. I have read and understand the Conditions of Hire overleaf, and confirm that I accept them on behalf of the above organisation. I also acknowledge that GST is payable on this event.

Hirer's Signature:

Date:



APPLICATION PROCESS

1. Application to hire the facilities should be made to Mrs Debra Brown, Facilities and Maintenance Manager at dbrown@vlc.vic.edu.au or by phoning the College on 02 6057 5859.
2. A mutually convenient appointment will be made to inspect the facility requested.
3. A Booking Form will be required to be completed, signed and approved by the College Principal, or the Principal's representative.
4. Sighting of an Insurance Public Liability Indemnity is required with each hire.
5. A 10% deposit and Security Deposit/Bond to secure the facility hire is required at the time of booking and is refundable upon facility being left in good condition after hire.
6. Full hire payment to be completed prior to the hire date, please.
7. The Facilities and Maintenance Manager will discuss access and provide possible training during the week prior to the event.
8. The Facilities and Maintenance Manager will provide assistance on the day, which depending on the requirements of the Hirer, may also include a sound and lighting technician and a parking attendant

HIRE RATES & INFORMATION Effective 1st January, 2017

Victory Lutheran College is located at 28 Drage Road, WODONGA. Organisations which meet the guidelines and conditions may hire rooms in our Multipurpose Hall and classroom facilities at the rates listed below. Please note that facilities cannot be hired during school hours and that school functions will take precedence over other bookings. The Australian Government under the Building Education Revolution provided funds to build this Multipurpose Hall. As such the below rates have been calculated to cover any recurrent costs. The rates also include an amount to recoup some of the funds the school community provided to build this facility. The below rates will be discounted for any not-for-profit organisations that the College deems will have a lower impact on the facility.

FULL HALL (includes kitchen, change rooms, classrooms, sound & microphones)									
Chairs	Air Con Heating	Data Show AV	Internet	White Board	Hourly	Half Day (up to 5 hrs)	Full Day (5-9 hrs)	Full Day & Evening (9+ hrs)	Security Deposit Bond
784	Yes	Yes	Yes	Yes	POA	\$ 572	\$ 1,001	\$1,232	\$600
BASKETBALL COURT ONLY (includes foyer toilets only)									
714	Yes	Yes	Yes	No	Peak	Peak	Peak	Peak	Peak
					\$56.10	\$253	\$440	\$550	\$250
					Non-peak	Non-Peak	Non-Peak	Non-Peak	Non-Peak
					\$46.20	\$187	\$341	\$418	\$200
KITCHEN (includes fridge, oven, deep fryer, cook top, dishwasher)									
N/A	Yes	No	No	No	POA	\$198	\$352	\$451	\$200
CLASSROOMS (Includes Data Projector, Whiteboard)									
70	Yes	Yes	Yes	Yes	\$26.40	\$99	\$154	\$198	\$100
CHAIRS (per 100)									
Plain linkable \$77 (500 available);					Padded linkable \$110 (150 available)				
OVAL Price On Application									

PLEASE NOTE: Peak Time is Mon – Fri after 6pm; Weekends

ADDITIONAL CHARGES

CLEANING

Additional charges will be incurred for damage or excess cleaning.
Monday to Friday - \$55 per hour, per person; Weekends - \$77 per hour, per person.

HALL USE ON A SCHOOL DAY

\$44 is charged for each lesson the hall is unavailable for use by Victory Lutheran College. \$220 per day, for a 6 lesson day.

SECURITY STAFF

At cost (external provider). For large functions Victory Lutheran College may require that Security staff are employed, at the cost of the Hirer.

TECHNICAL SUPPORT

If professional sound and lighting is required in the hall, this will be provided at additional cost.

PARKING

There is parking for 200 cars in the school grounds. For larger functions a parking attendant (at the cost of the Hirer of \$65 per hour) will increase parking to 300 spaces. All parking must be in designated car parks. The Hirer will meet repair bills to any damaged areas.

CATERING

Catering may be able to be undertaken by the College. There is a kitchen facility available and there are a number of catering firms available in the local area.

CONDITIONS OF HIRE

A. TERMINOLOGY The term Hirer will include the applicant/user's organisation. The College agrees to hire to the Hirer the Venue/s and Facilities together with the Equipment in accordance with these Conditions of Hire and accompanying Booking form. The Hirer agrees to be bound by these Conditions of Hire and by any additional conditions which the College may notify to the Hirer prior to the commencement of hire.

B. DEPOSIT A 10% deposit will be required to confirm bookings and must be received by the College within two weeks of confirmation to avoid cancellation. Payment of the deposit will signify acceptance of the Conditions of Hire of the particular facility.

C. SECURITY DEPOSIT A Security Deposit/Bond may be required prior to the event and will be refunded on successful inspection of facilities following the event.

D. TAXES A goods and Services Tax (GST) at current Government required rate will be imposed on the value of all taxable supplies of our services as required by law. Payment of the GST must be borne by the Hirer. All prices quoted are exclusive of GST.

E. PUBLIC LIABILITY INSURANCE REQUIREMENT External Hirers and users of College venues must be covered by appropriate public liability insurance. The Hirer must provide evidence of a current Public Liability insurance policy for an amount not less than \$10 million.

F. CONFIRMATION OF BOOKINGS Can only be made once Victory Lutheran College has received a fully completed (signed) booking form and receipt of a holding deposit. Organisations and government departments must quote their ABN.

G. CANCELLATIONS Cancellations received more than 60 days before the event will receive a 100% refund of the deposit. For cancellations received less than 60 days before the event no deposit refund is possible. The Hirer shall notify the College of cancellation not less than 14 days prior to commencement of hire, failing which the College may impose a cancellation fee of up to 50% of the hire fee. Within 48 hours of the commencement of hire, the full hire fee plus any additional expenses incurred may be charged, at the College's sole discretion. Notice of Cancellation or Changes to Details for any event must be advised in writing prior to the event.

H. RESPONSIBLE OFFICER Unless agreed to the contrary in writing, the Hirer must nominate an attendant aged 18 years or older who will be present for the duration of the function and who will take responsibility to ensure compliance with statutory safety requirements and the Conditions of Hire.

I. PAYMENT OF ACCOUNT Full payment must be received prior to the event, if hire is on a casual basis. Payment is required one month in advance if hire is on a regular basis. Account facilities for commercial and government clients are available if arranged in advance. Payment can be made by EFTPOS, EFT, MasterCard, Bankcard, Visa, Bank Cheque or Company Cheque. Personal cheques will be accepted at the Business Manager's discretion.

J. DISTINGUISHED VISITORS The Hirer shall give the College advance notice of the attendance of any Regal, Vice-Regal or Government representatives or any other dignitaries, to enable the College to ensure observance of appropriate protocols.

K. PUBLICITY The Hirer shall not issue any advance event publicity before receiving from the College written confirmation of the booking. The Hirer shall not make any statement in any advertisement which directly or indirectly implies that the event for which the premise is hired is conducted by or promoted by the College. The Hirer shall not issue any ticket, poster, advertisement, program or other literature containing the College logo unless the printer's or other proof thereof has been approved in writing by the College. The Hirer may erect a temporary event advertising poster or banner on College grounds with advance approval. An advertisement for the event may be placed in the College Newsletter if deemed appropriate by the Principal, or the Principal's representative.

L. SECURITY PERSONNEL Depending on the number of persons likely to attend the Event, the College may, in its absolute discretion, appoint security personnel at the Hirer's expense to ensure the College's interests are protected.

M. AV EQUIPMENT USAGE When audio-visual equipment is confirmed for use in a facility, College technical assistants will be in attendance to operate the equipment. This cost will be added to the hire fee.

N. INDEMNITY The Hirer shall indemnify and keep indemnified the College against all losses, expenses, liabilities, claims and damages incurred as a result of or arising out of the hire of the premises, whether caused by an act or omission of the Hirer, its servant's agents or invitees, or any other person.

O. DUTIES OF CARE The Hirer is responsible for adherence to general occupational health and safety standards. The Hirer must ensure spillage of beverages or other liquid is immediately cleaned up and take any action required to avoid injury by slipping. The College must ensure adequate cleaning implements are on hand for potential hazards. Areas that cannot be cleaned immediately must be cordoned off. The Hirer must leave the premises clean and tidy at the conclusion

of the period of hire and remove all rubbish. During a post hire inspection, the College may carry out at the Hirer's expense such cleaning or other work as may be required to restore the premises to satisfactory conditions. Excepting fair wear and tear, the Hirer shall be liable for damage to premises and/or fittings, equipment, furniture, carpets or other property therein, which occurs during the period of hire at any time.

P. GOOD ORDER The Hirer shall be responsible for the maintenance of good order in and around the premises during the period of hire of the premises. The Hirer shall comply with any instruction by a College Security Officer or any officer of the College relating to the maintenance of good order and compliance with these Conditions of Hire in and around the premises.

Q. SEATING AND STAGE SETTINGS Any alteration to the normal seating or stage setting of any premises may be made only with the written consent of the College and at the Hirer's expense. Before vacating the premises, the Hirer shall restore all furniture and equipment to the same location and configuration as it was at the commencement of the Hirer's occupation of the premises, failing which the College may carry out at the Hirer's expense such work as may be required to restore the premises to a satisfactory condition. The Hirer will be advised in writing of venue seating capacity as required. The Hirer shall not admit patrons to the premises in excess of the advised capacity of the venue/s nor for a purpose not agreed to by the College.

R. NO SMOKING OR DRUGS Victory Lutheran College is a Smoke Free Zone and no cigarettes or drugs are permitted on the premises.

S. LIQUOR AND REFRESHMENTS The Hirer shall not bring, serve or sell any liquor, beverage food or alcohol refreshment on any part of the premises. BYO is also prohibited.

T. MISUSE/PUBLIC NUISANCE Hirers who create a public nuisance or misuse building or equipment will be asked to leave immediately and forfeit hire fees. Charges relating to the involvement of emergency services will be at the expense of the Hirer.

U. SUITABILITY Victory Lutheran College neither makes any representation nor gives any warranty that the facilities or equipment are suitable for the purpose of hire and the hirer acknowledges that it has entered into the hire agreement after making and relying solely on its own investigations and enquiries.

V. DISPUTES Any dispute between the Hirer and the College arising from, or in relation to, any hiring of the premises or from the Conditions of Hire shall be submitted to arbitration by a person appointed by the College, and the decision of the arbitrator shall be binding on the Hirer and the College.

W. ENTERTAINMENT Any entertainment provided must be in keeping with the values and standards of the College. Any music associated with the event must conform to the following Council By-Laws:

- a. Monday to Thursday: no noise before 7am and after 10pm
- b. Friday: No noise before 7am and after 11pm
- c. Saturday and Public Holidays: No noise before 9am and after 11pm
- d. Sunday: No noise before 9am and after 10pm.

All programs must be submitted for approval in advance.

X. KEYS Keys, including a security fob, are to be collected from the College Administration Office by 4 p.m. on the day preceding a weekend booking. If the Hall is booked for a weeknight, the key is to be collected by 4 p.m. on the day of hire. Keys must be returned to the College Administration Office on the next business day. The responsibility for the keys and their use remains with the Hirer.

Y. ANIMALS No animals are allowed on the site at any time, for any reason. Fines will apply in the case of any breach of this item.

Z. FOOTWEAR The correct footwear [No stilettos] must be worn in the Hall at all times. No one is allowed on the court unless they are wearing correct non-marking sports shoes. Shoes that may damage the court surface, such as stiletto heels, are not acceptable anywhere in the building for any sport played, at any time.