

Agreement between
RONCALLI COLLEGE



And

USE OF RONCALLI COLLEGE HALL

This agreement is effective from _____ to _____ .

It is agreed that:

Roncalli College will:

1. Provide a key for access to the Roncalli College Hall.
2. Maintain the Hall to an acceptable standard.
3. Take no responsibility, nor accept any liability for any injury sustained or damage to property, equipment, or the personal possessions of the Hirer.

The Key-Holder will:

1. Book the Hall through the College Office for a defined period of time.
2. Provide own equipment, unless expressly agreed otherwise with the appropriate staff.
3. Take primary responsibility for both the security and use of the key.
 - a. The key and use of the Roncalli College Hall is non-transferrable; the hirer must be present at all times when the Hall is being used.
 - b. Should the key be lost, the Hirer will be liable for all costs related to the rekeying of the Hall.
4. Be responsible for unlocking and relocking the Hall and leaving this in a clean and tidy state.
5. Report all incidents (including 'near misses') and accidents as soon as possible after the event to the College Office: 03 688 6003.
6. Be responsible for providing primary first aid to injured parties.
7. Notify the College Office of any wear or damage to equipment or building as soon as possible.
8. Be responsible for any evacuation if this is required outside of school hours. The Assembly Area is the lower grounds (grassed area) accessed via Wellington Street.
9. Pay all applicable fees and costs as detailed below.

Fees and Charges:

- Hall hire for groups \$80 per session (eg am/pm/evening) – all day rates and use of kitchen by negotiation
- Callout fee: \$80

Signed on behalf of Roncalli College by:

Name _____

Position _____

Signature _____

Date _____

Signed by the Hirer:

Name _____ Signature _____ Date _____

GENERAL TERMS AND CONDITIONS FOR USE OF RONCALLI COLLEGE HALL

- All bookings should be done via the College Administration Office. Cancellation of any booking requires a minimum of 24 hours' notice to avoid incurring a charge. Keys shall be returned to the College Office within 24 hours of the end of any one-off hire period.
- Emergency exits are only to be used in an emergency.
- The hirer shall be responsible for any accident, loss, damage or injury sustained during their use of their period of hire.
- The premises must be used only for the purpose for which it has been hired. The facilities are to be left in a clean and tidy condition.
- No alcohol shall be allowed on the College property without the express permission of the Principal or the Board of Trustees. Smoking is not permitted within the boundaries of the College grounds.
- It is the responsibility of the Hirer to ensure all windows and doors are locked, heaters off, and alarms reset where appropriate when leaving. A callout fee will be charged if the alarm is not turned on.
- Any equipment used must be arranged with the appropriate staff and be returned neatly to original site and in working order.
- Any damage to equipment and/or facility, and any incidents or accidents must be reported to the College Office (03 688 6003) within 24 hours.
- After hours assistance: 027 2011288.