



# Horizon

CHRISTIAN SCHOOL

*A Transforming Christian Education for All*

PO Box 367 BALAKLAVA SA 5461 PH: 88622100 [admin@horizon.sa.edu.au](mailto:admin@horizon.sa.edu.au)

**Principal:** Mike Clisby

## APPLICATION FOR THE HIRE OF SCHOOL FACILITIES

Name of Organisation: .....

Organisation representative: ..... Position: .....

Address: .....

Telephone: ..... Fax: .....

Email address: .....

Facility to be hired:

- Horizon Centre .....
- Horizon Centre with catering facilities
- Tennis/ Basketball courts (external)
- Oval
- Other — please specify .....

Proposed use (describe the function) .....

List any equipment to be included in the hire .....

Specify the day(s) and time(s) the facility will be required (include set up and shut down dates and times):

- / / ..... am/pm to ..... am/pm
- Every ..... am/pm to .am/pm
- Other .....

Estimated number of people attending ..... Estimated number of vehicles parked: .....

Will you or your organisation be charging an entrance fee? If so, how much? .....

What specific approvals are required? (See Conditions of Hire)

.....  
.....

Application checklist:

- I have read and agreed to the Conditions of Hire attached to this application
- I have attached a copy of our Public Liability insurance cover
- I/we agree to pay for any damage or loss suffered by the School as a result of the hire.
- I/we agree to use the facility solely for the purpose stated in this application.
- I/we agree to indemnify the School and all persons and bodies acting for and on behalf of the School against all liability, claim, demands, actions, suits, damages, proceedings, costs and expenses whatsoever (including injury to persons and damage to or loss of property) for which I or the organisation I represent may be or become liable directly or indirectly arising out of the use of the School facility during the period specified in this application.

Signature of applicant: ..... Date: .....

Draw near to God, and He will draw near to you. James 4:8a

**School Use Only:**

Application approved / not approved.

Signature: ..... Date        /        /

Hire charge (including GST) \$ ..... for the first hour, plus \$ .....  
for each hour there after is to be paid prior to hire.

Please contact the school on ph. 8862 2100 to arrange collection of keys or to make arrangements to access the facility.

Booking confirmed    /    /    by: .....    Receipt no.:

**CONDITIONS FOR HIRE OF SCHOOL FACILITY****Bookings**

1. Tentative bookings will only be held for a period of 14 days.
2. Failure to pay application fees, hire fees in advance or security bond will result in withdrawal of the hire agreement. Any payment which is dishonoured or rejected by a financial institution shall also result in withdrawal of the agreement.
3. No booking will be accepted from any person under the age of 18 years unless the application is signed by a guarantor.
4. No bookings will be accepted more than 12 months in advance.
5. The hire fee and security bond shall be paid 14 days prior to hire, unless otherwise arranged.

**Cancellation**

6. In the event of cancellation, a proportion of the hire fee will be retained — more than one month's notice — 20% retained; less than one month's notice — 40% retained.

**Duration and scope of Hire**

7. The HIRER is required to keep their use of the facility within the time applied for and approved. Access to the facility is not permitted at times outside of those approved. If set up and shut down time is required prior to and after the function, it will be necessary for this to be included in the approved hire period.
8. The HIRER must provide an estimate of the maximum number of people attending the function at the School facility. This number shall not be exceeded.
9. Only those areas applied for and marked on the attached plan are available for use.
10. The HIRER shall not make the School facility, any part of it or any other part of the School available or accessible to another organisation, group or individual with or without charge without the prior written consent of the School Business Manager.
11. The HIRER may not advertise the use of the facility or the function at the School without the approval of the School's Business Manager.
12. The basketball backboards and rings in the Horizon Centre are not to be used unless specifically requested and approved by the School.

**Prohibited Activities or Activities Requiring Permission**

13. The following activities are prohibited on, in and around the School facility:
  - a. NO SMOKING is allowed in the facility or anywhere on the School grounds. The School is a "smoke free" zone.
  - b. NO ALCOHOL is allowed in the facility or anywhere on the School grounds.

- The School is an "alcohol free" zone.
- c. Fixing of nails, screws or other fittings to the building or structure
  - d. Alterations to electrical, gas or plumbing installations
  - e. Lighting of fires or discharge of fireworks.
14. The following activities require specific approval PRIOR to hiring:
- a. Erection of any temporary structure (e.g. staging, marque, sunshade, portable toilet etc.)
  - b. Wearing of roller skates/blades, use of skateboards, cycles, scooters or other such devices of movement.
  - c. Ball games or similar activities in a facility not designed or expected to be used for such activities.
  - d. Sale or provision of food or beverages.
  - e. Bringing any animals into the facility.
  - f. Bringing any item of equipment into the facility. All electrical items must be safety tested by the HIRER prior to approved use in the facility.
  - g. Use of a portable barbecue or other cooking equipment.
  - h. Use of flammable material, liquid, fuel or other flammable source of energy.
  - i. Display of any sign, hoarding or notice for the purpose of advertising.
  - j. Ask for or receive or indicate that he or she desires a donation of money or any other thing.

### **Insurance**

15. The HIRER shall provide evidence with the application of current Public Liability Insurance Policy to the value of \$10 million for bodily injury to persons. No application will be approved until the School Business Manager sights evidence of such insurance cover. The HIRER shall also have contents insurance for damage to property and equipment owned by the HIRER.

### **Safety and Instructions**

16. For gatherings of greater than 200 people, the HIRER shall provide an evacuation/emergency plan with their application.
17. The HIRER and persons associated with the HIRER shall at all times observe directions of School officers or their agents and comply with instructions given. The HIRER shall comply with the instruction of emergency services personnel in order to protect the facility or users of it.  
All care must be taken by the HIRER to ensure that noise is kept to acceptable levels as specified under the Environment Protection (Industrial Noise) Policy 1994 of the Environment Protection Act 1993. In the event that amplified sound or music is being played during the period of hire, the HIRER is to ensure that the volume is kept to a level so as not to inconvenience nearby residents. Amplified sound of any form is not to be played beyond 12am on weekends and 11am on weeknights. The School may withhold payment of the security bond where there has been serious breach of noise (e.g. where the disturbance has necessitated the attendance of Police) in recognition of impact on the name and image of the School.
19. The HIRER must remind patrons that children must be under adult supervision AT ALL TIMES.

### **Cleaning**

20. The hire fee includes an allowance for basic cleaning, but it is expected that the HIRER will remove all debris, decorations, foodstuffs, drink containers and other waste within 1 hour of completion of the function. All debris and waste is to be placed in garbage bags and placed in rubbish bins provided. The cost of cleaning or removing any soiling, marking or excessive dirt shall be at the cost of the HIRER.

### **Access (keys and security)**

21. The School will, depending on the hire times, either provide the HIRER with a key and a security code, or will arrange for the School's Security Officer to open and close the facility. The keys and code will be issued the working day prior to the booking. Keys shall be returned to the School on the first working day after the booking,

or under such other arrangements as agreed with the School's Business Manager. These arrangements will be confirmed by the School's Business Manager or Property Manager when the hire application is approved. Where keys are not collected during School hours, and School staff are required to issue the keys and code after hours, a call-out fee will be charged to the HIRER and deducted from the security bond. Where the HIRER loses keys, the cost of replacement keys (and cost of re-keying locks if deemed necessary) will be charged to the HIRER or deducted from the security bond.

22. The HIRER shall take necessary steps and provide resources to secure the facility and the property of the School during and on completion of the period of hire. All equipment, valuables and personal effects brought onto the School property by the HIRER or an associate shall remain the responsibility of the HIRER.

### **Car parking**

23. Parking is in the School car park indicated. No vehicles are to be parked or driven on paved or grassed areas around the facility. Only those people with disabled parking permits shall park in those areas marked for the disabled.

### **Completion of hire**

24. The **HIRER** will replace any furniture and equipment that is moved by it to their original position after the function. The HIRER will ensure that proper care is taken of the premises, external surrounds and all contents. Any damage or loss sustained to the property or equipment which occurs while the premises are being used by the HIRER will be made good to a standard required by the School. The cost of any repairs shall be charged and, a tax invoice payable within 14 days shall be raised by the School.

### **Breach of conditions**

25. A breach to one or more of these conditions may lead to withdrawal of any approval to hire which may have been granted to any person, group or member of the HIRER.