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	x2)		Pavilion (Upstairs)
	Oval		Pavilion Changerooms
	Soccer Pitch		Multipurpose Area
	Hockey Pitch		Food Technology Centre

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Newhaven College Terms and Conditions for Hire of School Facilities
 Facility-specific



OFFICE USE

Newhaven College Terms and Conditions for Hire of School Facilities

Newhaven College is a co-educational independent school which seeks to serve its community by offering its private facilities for hire. Newhaven College reserves the right to accept or reject any request to hire its facilities.

The College has the following facilities available for hire, subject to availability. Each facility has its own Terms and Conditions in relation to hire.

- Gymnasium
- Meeting rooms
- Seminar rooms
- Pavilion
- Food Technology Centre
- Sport playing fields
- Industrial kitchen

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1.0 HIRE CONDITIONS

- 1.1 **Tentative Bookings** Tentative bookings will be held for up to 14 days. A booking will be confirmed only upon receipt of a completed application form, evidence of any necessary insurance and the necessary payments.
- 1.2 **Full Hire Fee** The full hire fee as determined by Newhaven College shall be paid to the school **within 5 working days prior to use**. If the full amount is not paid within 5 working days prior to the Event, the booking will be automatically cancelled.
- 1.3 Newhaven College may, from time to time fix, review and alter the charges to be levied for the hire of the Gym. The fee will be that which applies at the date of the hire, notwithstanding that the charge may have altered since the date on which the booking was made.
- 1.4 Newhaven College reserves the right to charge a special bond for a high-risk event.
- 1.5 **Cancellation by Newhaven College** Newhaven College may cancel any booking when the Gym is required for Newhaven College events. There will be at least six weeks' notice from the College if this is to occur. Generally any long term hirer will be informed of these dates a term in advance.
- 1.6 **Access** The times booked must include set up time, and the time that the last person exits the facility. The facility can only be used at the times stated and paid for. Any use of the facility after the engaged time will attract an extra cost. These charge(i)-2.7 (70ri.6 (e)- TJDr.7 (a))13.7 (p)-7 (a)-5..3 (n)1.3 (d)- T.6 (i)-2(f)-8.7 (t.6 (f)4.6 (th

3.0 AMENDMENT OF CONDITIONS OF HIRE

Hirers are advised that these conditions of hire may be amended by Newhaven College without notice at any time. Notwithstanding this, when conditions are amended every effort will be made to inform all hirers.

4.0 BOOKINGS

- 4.1 Bookings will not be accepted without the College's receipt of the specific booking application form and deposit.
- 4.2 Tentative bookings will only be held for a period of 14 days.
- 4.3 No booking will be accepted from any person under the age of 18 years.
- 4.4 No casual bookings will be accepted more than 12 months in advance.

5.0 BUSINESS CONDITIONS

- 5.1 A deposit designated by the Business Manager shall be paid to secure the booking not less than two (2) weeks before the date of the commencement of the hire period.
- 5.2 The balance of the charge shall be paid within 5 working days of the hire, unless otherwise arranged.

- 7.4 Fixing of nails, screws or other fittings to the building or structure.
- 7.5 Alterations to electrical, gas or plumbing installations.
- 7.6 Lighting of fires or discharge of fireworks.
- 7.7 Due to fire insurance restrictions smoke machines and helium balloons are not permitted indoors. The hirer is liable to pay for a breach resulting in 'Emergency Services' being called to the facility.

8.0 BEHAVIOUR

- 8.1 No obscene or insulting language, disorderly behavior or damage to property shall be permitted in any part of the school.
- 8.2 Patrons using the facility are to remain with the facility and its immediate surrounds and are not to go into any other buildings on site.

9.0 PRIOR APPROVAL

The following activities require specific approval PRIOR to hiring:

- 9.1 Sale or provision of alcohol.
- 9.2 Sale or provision of food or other beverages.
- 9.3 Erection of any temporary structure (e.g.

control of the College. The liability of the College to the hirer for the purpose of this clause is limited to a refund of any payments made by the hirer to the College for the hire of its facilities.

- 19.5 The hirer shall provide evidence with the application of a current Public and Products Liability Insurance Policy with a minimum limit of liability of \$10,000,000 and Newhaven College noted as an interested party. No application will be approved until the Business Operations Manager sights evidence of such insurance cover.

20.0 SECURITY

- 20.1 The hirer has no right of access to the College at times other than those agreed by the College. Delivery times and the times agreed to by the hirer for removal of hirer's equipment and any other properties or items in connection with use of facilities must be adhered to strictly.
- 20.2 The use of facilities by the hirer will at all times be under the sole direction and control of the College. The College shall have unfettered right to terminate any function or use of the facilities at any time at its absolute discretion and for whatever reason. The College retains a free and unfettered right of access to all parts of the College facilities at any time during a function or otherwise.
- 20.3 No game of chance at which money or money's worth is passed whether directly or indirectly as a prize shall take place in the College without prior written consent by the College.
- 20.4 No unseemly dress, obscene or insulting language or disorderly behaviour shall be permitted in any part of the College. The College shall have the right to refuse admission to any person or group of persons at its absolute discretion and reserve the right to request any person or group of persons to leave the facility/ies and the College without giving reason there tie.



10/20/2017

