



**APPLICATION FOR HIRE/USE OF FACILITIES AT UNITY COLLEGE, CALOUNDRA.**

1. Full name of hirer.	
2. Residential or business address of hirer.	
3. Contact Phone Numbers	
4. Email Address	
5. Is the hirer an incorporated body?	
6. Where the hirer is incorporated, provide the full name of a Director or Office Bearer of the incorporated body.	
7. Provide the full address of the Director or Office Bearer of the incorporated body.	
8. Provide the full name of the Public Liability Insurer of the hirer.	
9. Amount of Public Liability Insurance	
10. Provide the address of the Insurer.	
11. Provide the Policy Number of the Policy of Insurance.	
12. Facilities/Area to be hired.	
13. Dates which the facilities are required.	From: __ / __ / __                      To: __ / __ / __
14. Hours on those days when the facilities will be required.	
15. Purpose for which the facilities are required.	
16. Is approval sought for the supply and consumption of alcohol at the facilities during the hire period?	
17. Will seating be required? If so for how many chairs? ( A setup fee will be charged depending on number of chairs required)	
18. Cost of Hire	To Be Advised – A Bond may be required



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**PLEASE NOTE:** Applications will not be considered unless all parts of this form have been completed.

Attach the Following if applicable:

1. A copy of the Certificate of Incorporation or Registration of the hirer (if the hirer is a Body Corporate);
2. A copy of the Certificate of Insurance in respect of the Public Liability Policy held by the hirer;
3. A copy of the Liquor Permit obtained by the hirer (in the event that permission is sought for the supply and consumption of alcohol at the facilities during the hire).

\_\_\_\_\_  
**Signed for and on behalf of the hirer**

Name of signatory: \_\_\_\_\_

Position held by signatory (if the hirer is a Body Corporate)

Date of Proposal: \_\_/\_\_/\_\_\_\_.

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**OFFICE USE ONLY**

Response by Unity College Administration Team, as Managers of Unity College, Caloundra to the above proposals.

- This proposal is rejected
- Subject to the terms and conditions which appear below and in the attached document headed "Conditions Attaching to Hire Agreement", this proposal is accepted

**(Tick as applicable)**

Bond of \$ \_\_\_\_\_ Payable by \_\_\\_\_\\_\_:      Receipt Number \_\_\_\_\_

Hire Fee of \$ \_\_\_\_\_ Payable by \_\_\\_\_\\_\_:

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
NAME

*Hire/Use of Facilities Proposal, Unity College, Caloundra*



## **APPLICATION FOR HIRE/USE OF FACILITIES AT UNITY COLLEGE, CALOUNDRA.**

**Signed for and on behalf of Unity College Administration Team as Managers of the facilities described above.**

### **CONDITIONS OF HIRE OF COLLEGE FACILITY**

1. Applications for the use of facilities must be made in writing on the form supplied, and signed by an adult person attending the function who will be held responsible for adherence to these conditions. Applications must be received by the college 10 weeks prior to the event. The application will not be considered unless all parts of the form have been completed.
2. The right is reserved to refuse to let the facilities and is at the discretion of the Principal in which case all monies paid will be refunded.
3. If your application is successful you may be requested to pay a bond of \$400 which must be paid at the College Reception 2 weeks prior to the event. The bond will be refunded provided that no damage is done to the facility or facilities and/or the surrounding property and provided that the facility or facilities and the surrounding property is left clean and tidy. The bond is payable at the college office and once payment has been received, the booking will be considered confirmed.
4. Where a hire agreement exceeds the period of one week, Unity College reserve the right to relocate or cancel the hire if the facilities are required for use by the College.
5. Use of the College Audio Visual or Sound equipment is not permitted. The hirer must make their own arrangements.
6. Nothing is to be attached in any manner to the walls, floors, curtains or any part of the buildings or signs, scenery etc., erected without the written permission of the Principal or their delegate. Should any damage occur, the Principal's assessment will be final.
7. It is expected that the facility be left in the condition in which it was hired E.g. Floors swept and papers picked up. If facilities need to be cleaned by the College a further cleaning fee will apply.
8. The Hirer agrees to reimburse the College for the full cost of repairing any damage caused to the College or facilities during the hire period.
9. The College makes no warranty or representation to the Hirer about the conditions of the facilities or their suitability for the Hirer's purpose. Further, the Hirer acknowledges that they have inspected the facilities and warrants that the facilities are suitable for the Hirer's purposes.
10. The Hirer will ensure compliance with the employment screening and other requirements in accordance with the *Commission for Children and Young People and Child Guardian Act 2000* prior to commencing any child related activities pursuant to this agreement. Further information regarding these requirements can be sought directly through the *commission for Children and Young People and Child Guardian*



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11. The Hirer will be responsible for any accident, loss, damage or injury suffered by any person using the facilities during the hiring period and any loss, damage or injury suffered by a person on the hired premises and its surrounds. Further, the Hirer agrees to effect Public Liability insurance, Workcover etc., and to indemnify the school for any claim arising from excessive noise, disturbance or nuisance by people attending the function.
12. The Hirer shall be liable for and shall indemnify the College against all claims, demands, actions, costs and expenses arising out of, in connection with or caused by the Hirer's use of the College facilities.
13. The Hirer agrees to notify the College of all injuries or damage arising out of the Hirer's use of the College facility within 7 days of becoming aware of the injury or damage.
14. The Hirer shall be liable for and shall indemnify the school against any liability, loss, claim or proceeding whatsoever arising under any legislation or at common law in respect of personal injury to or death of any person arising out of or in connection with or caused by the Hirer's use of the facilities.
15. The Hirer agrees to effect insurance which at all times covers liability to the public for an amount not less than \$10,000,000 in respect of personal injury to or death of any person whomsoever and in respect of any injury, loss or damage whatsoever to any property real or personal including property belonging to the Hirer or in which the Hirer has an interest, where the injury, death, loss or damage occurs during the hiring period. The Hirer shall provide a Certificate of Competency to the College prior to commencement of the hire period.
16. The Hirer shall obtain insurance or pay levies or similar charges as required by any legislation relating to compensation for injured workers. Where such legislation does not provide indemnity against claims for common law damages by workers, the Hirer agrees to insure against such common law liability in relation to all persons employed by the Hirer during the hiring.
17. The Hirer agrees that the insurances referred to in Clauses 11 to 16 shall be effected so as to be in force as from the date the College makes the facilities available to the Hirer and shall be maintained until the end of the hiring period.
18. It is the responsibility of the Hirer to obtain any necessary permits from the relevant authorities as required for the planned activities. If entertainment is to be provided, it must be in keeping with the values and standards of the College. All programs must be submitted for approval in advance.
19. If chairs are required a setup fee will be charged according to the number of chair and must be paid with the bond. You will need to indicate on your application the number of chairs required.
20. Sub-letting of facilities is not permitted.
21. In case of disputes arising, the decision of the Principal or their delegate will be final.
22. The College will not be responsible for the acts or omissions of contractors engaged by the Hirer. It is recommended that the Hirers ensure all contractors (e.g. caterers) have public liability insurance.



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23. Noise (music etc.) must be contained within the requirements of the regulations administered by the Environmental Protection Amendment Legislation (2) 1999, Liquor Act 1992 and other applicable legislation.
24. The Hirer of the facilities and guests are confined to the facilities and accompanying area and this does **NOT** extend to other areas of the College and playground.
25. The Hirer of the facilities and guests must use the car parks provided. Vehicles must not be driven across the grass under any circumstances.
26. The Hirer must ensure that no gates are interfered with.
27. The Hirer is aware that the facility is in a residential area and that persons attending the facility refrain from any behaviour which could be reasonably construed as disturbing the neighbours or infringing on a person's property.
28. Approval for the consumption of alcohol may be withheld at the discretion of the Principal.
29. Under no circumstances shall liquor be sold until approval from the Principal or their delegate has been obtained and the necessary liquor permit is sighted at the time of obtaining the facility key and payment of bond.

**30. PLEASE NOTE:**

**FACILITY PATRONS ARE REQUESTED TO PARK IN THE SCHOOL CAR PARK OR IN THE STREET BUT NOT ON THE LAWNS OR FOOTPATHS. VEHICLES ARE NOT TO BE DRIVEN ACROSS THE LAWNS OR ALONG THE PATHS UNDER ANY CIRCUMSTANCE.**

**31. SMOKING IS PROHIBITED WITHIN THE COLLEGE GROUNDS AND FACILITIES.**

32. The College accepts no responsibility for private property left at the College.
33. A Hire of College Facility Agreement must be returned to the College along with any bond payable 2 weeks prior to the commencement of the rental agreement.
34. **SPECIAL CONDITIONS:** Special conditions may be imposed on the final agreement specific to the event.