



PEDARE. TIME TO SHINE.

COLLEGE CHAPEL AND OVAL HIRE AGREEMENT & FEE SCHEDULE

SHARE | BELONG | SUCCEED

An Anglican and
Uniting Church School

College Chapel and Foyer

The College Chapel seats up to 900 people with audio visual and musical equipment available if required. There is also a foyer and kitchen area, which can be hired on its own or in conjunction with the Chapel. It is located at the Middle and Senior Schools (Years 6-12) on Surrey Farm Drive at Golden Grove. If you are interested in hiring the Chapel and want to know more, please call the Finance Officer via College Reception on 8280 1700.

Nature of Function

Whilst the Chapel is suited to many different types of functions, the College reserves the right to refuse or subsequently cancel any event deemed to be incompatible with the ethos of the College or likely to bring disrepute to the College. Your booking may also be refused if, in the opinion of the College, it is likely to result in damage to premises or injury to the persons using the premises. You will be asked to confirm the nature of your function when booking.

Confirmation of Booking

Enquiries to hire College facilities must undergo an Approval Process and Risk Management Assessment. Once this has been completed, confirmation will be provided in writing. No booking enquiry is to be considered confirmed until you receive written confirmation and have paid your security bond to the College.

Fees for Use

For a one-off booking, we require a non-refundable fee, as determined by the College, paid 7 days in advance of the use of the premises. Regular weekly bookings must be paid monthly in advance. Use is strictly restricted to that part of the premises nominated on the application form.

Bond

A security bond is payable within 7 days of the College receiving confirmation of your booking. No booking will be recognised until the bond is received. Provided the premises are left clean to the College's satisfaction, your bond will be refunded in the week following your function. For regular bookings, your bond will be refunded upon termination of the hire agreement. If any additional costs are incurred in excess of the bond, you will be required to reimburse the College for this amount.

After Hours Access/Egress

If you are using the premises outside of normal business hours, an officer of the College will be available to open and close the premises and a non-refundable fee will be payable for this. If College staff are called out to attend a breach of security at the premises during use, an additional fee will be charged.

Audio Visual and Other Equipment (eg. Piano)

Any audio visual and other equipment (eg. piano, drum kit, music stand, keyboards, etc.) are not to be interfered with. Hirers wishing to use such equipment are to advise their intention at the time of booking. An additional non-refundable fee will apply if use of the equipment is required or if technical assistance is required with respect to its use.

Cleaning

The premises are to be left clean to the College's satisfaction. You may request that the College carry out the cleaning in which case a cleaning charge will apply (for a minimum of two hours) and this will be deducted from the security bond. You will be required to reimburse the College for any costs incurred in excess of the bond.

Public Liability Insurance

Documentary evidence of a current Public Liability Insurance Policy in the name of the hirer and any third party provider will be required at the time of booking.

Regular Bookings

A regular monthly booking may be terminated by the College upon the giving of 3 months written notice to the hirer. A regular weekly booking may be terminated by the College upon the giving of 4 weeks written notice to the hirer. Regular bookings are subject to the College reserving the right to resume the use of the premises on individual occasions upon the giving of 1 month's written notice. In the latter event, the College will take reasonable steps to accommodate regular hirers in other parts of the premises, but accepts no liability if this is not possible or if the hirer is unable to find suitable accommodation elsewhere.

Safety

It is the hirer's responsibility to ensure the safety of everyone at the function. The hirer must abide by all College Health and Safety Policies and abide by any lawful instruction given by the Principal or his nominee in this regard. Doors, emergency exits, aisles, corridors, etc. are to be kept clear of obstruction at all times.

Smoking, Alcohol, Confetti

Smoking, the consumption of alcohol and the throwing of confetti or similar are not permitted anywhere on the College premises.

Lighting/Cooling

The hirer is responsible for switching off all lighting, cooling and similar appliances after use.

Seating Capacity

No more than 900 people must be seated in the Chapel at any one time.

Noise Levels

Noise levels must not exceed 45dB(A) measured at the boundary of any adjacent residential properties on any night.

Parking

For large functions, the hirer will be required to provide parking attendants and to make special arrangements for parking outside the designated parking areas. Local Council by-laws and other restrictions regarding street parking are to be strictly adhered to.

Disclaimer

The College accepts no liability for the loss of, or damage to hirers' goods or equipment during the time the goods are on the premises.



PEDARE CHRISTIAN COLLEGE INC. CHAPEL AND FOYER

Schedule of Fees - Chapel and Foyer

Effective May 2015

Type of Organisation	Chapel and Foyer			Foyer Only			Security Bond
	Fee (Hrly)	GST	Total	Fee (Hrly)	GST	Total	Fee
Associates of the College, Anglican or United Churches, Students, Old Scholars	\$80.00	\$8.00	\$88.00	\$69.00	\$6.90	\$75.90	\$220.00
Weddings; Social Events; Functions	\$101.00	\$10.10	\$111.10	\$69.00	\$6.90	\$75.90	\$220.00
Non-Profit bodies/Charities	\$101.00	\$10.10	\$111.10	\$69.00	\$6.90	\$75.90	\$220.00
Individual for Profit Making Function	\$202.00	\$20.20	\$222.20	\$91.00	\$9.10	\$100.10	\$400.00
Profit Making Enterprises	\$202.00	\$20.20	\$222.20	\$91.00	\$9.10	\$100.10	\$400.00

Other Costs - All Organisations

Piano	\$20.00	
AV Technician	\$55.00 per hour	
Security	\$45.00 per hour	
Car Park Attendant	\$45.00 per hour	
Use of AV Equipment	\$120.00	
Cleaning (if applicable)	\$80.00	Minimum 2 hours*
<u>After Hours Lock Up</u>		
Weekdays Monday-Friday	\$95.00	Minimum of 2 hours*
Weekends Saturday-Sunday	\$120.00	Minimum of 2 hours*
<u>Breach of Security Call Out</u>		
Weekdays Monday-Friday	\$95.00	Minimum of 2 hours*
Weekends Saturday-Sunday	\$120.00	Minimum of 2 hours*

*Where additional hours are required, costs will be incurred by the hirer