

# Boarding House Facility Application Form



**SCOTS PGC  
COLLEGE**  
Warwick, Queensland

Where country values inspire excellence

[scotspgc.com.au](http://scotspgc.com.au)

Uniting Church in Australia Property Trust (Q). CRICOS 00537M

**Item 1 - Details of hirer**

Name of hirer

Name of hirer's representative

Position held

Street address of hirer

Postal address of hirer

Phone Number (BH) (AH)

Email

Second contact name

Second contact phone number (BH) (AH)

ABN or Incorporation Number (if applicable)

**Item 2 - Activity**

Dates of hire required

Regular Hire Weekly Fortnightly Monthly 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> 4<sup>th</sup> lastWill your programme operate during school holidays Yes  No  Public holidays Yes  No Will your programme operate during public holidays Yes  No 

Regular booking Start date: End date:

\*Booking times will be scheduled to the nearest half hour

Please Note, access to the venue is restricted to approved hours. Set up and pack away time must be included in your calculation. If any additional days and times are required, please attach details to this form

Day	Arrival / Set Up time	Finish / Pack up time	Total hours
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Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

**Item 3 - Activity Description**

Maximum number in attendance

Brief summary of your activities

Will an entry fee be charged Yes  No Are membership fees charged Yes  No Will attendees give a donation Yes  No

**Item 4 - Activity Details**

Will food be provided Yes  No

(If you answer yes to food provided - contact Council's Environmental Health Department on 07 4661 0300 to confirm if a FOOD PERMIT is required.)

I have contacted Council's Environmental Health Department. A food permit is required Yes  No

**Item 5 - Additional requests (Availability depending upon Centre facilities)**

E.g. number of chairs, tables, multimedia equipment, storage etc.

**Item 6 - Additional items / equipment to be brought into the facility by hirer****Item 7 - Bond**

Refer to facility information fact sheet for room and key bond charges.

**Item 8 - Insurance**

It is a requirement of the College that Public Liability Insurance for the event or activities described in Item 3, be in place.

A current copy of the relevant Certificate of Currency is attached Yes  No

**Item 9 - Advertising release to SCOTS PGC College**

Do you agree to SCOTS PGC College advertising your programme as described in Item 4 together with contact details as supplied, in publications including newsletters, local newspapers, and SCOTS PGC College website? Yes  No

Do you agree to SCOTS PGC College releasing the contact details provided for your programme to the general public in response to any related enquiries? Yes  No

**Item 10 - SCOTS PGC College release and indemnity**

I/We have read and understood the **Application Form** and the **Conditions of Hire** and agree to comply with all conditions described therein.

**Print Full Name****Position****Signature****Date**

**Privacy notification:** The personal information requested on this form is being collected by SCOTS PGC College for associated booking purposes at SCOTS PGC College facilities.

**OFFICE USE ONLY**

Hire Application received

Category of Hire	Hire Information	
Private Activities <input type="checkbox"/>	Bond \$	Key Number
Community Classes <input type="checkbox"/>	Hire Fee \$	Alarm Code
Not for profit group <input type="checkbox"/>	P/L \$	Bond refund completed

## CONDITIONS OF USE

### 1. APPLICATION

- 1.1. The Application Form must be submitted to the Business Manager of SCOTS PGC College (College). All details must be completed in full. The College reserves the right to accept or refuse any applications.
- 1.2. The Hirer is the person and/or entity as described on the Application Form. Where an application is made on behalf of an organisation or group of persons, the Hirer's representative shall provide the name of the organisation and the authority of the person making the application, together with private and business telephone numbers of the Hirer's representative.

### 2. BOOKINGS

#### 2.1. Response to Applications

- 2.1.1. Applications for Casual or Regular bookings will receive a response (approval or rejection of the application) within 7 business days of receipt of the Application.

#### 2.2. Confirmed bookings

- 2.2.1. A booking will be confirmed when all necessary requirements as determined by the Business Manager have been met. Payment of a bond may be required to confirm a booking. Written confirmation of bookings will be provided by College.
- 2.2.2. The Hirer shall only be entitled to use the particular part or parts of the Facility allocated by the College for the booking. The College reserves the right to concurrently hire out any other portion of the Facility for any other purpose or purposes to any other person, group or entity at the same time.

#### 2.3. Use of the Facility after agreed booking time

- 2.3.1. All Hirers are required to comply with the agreed starting and finishing times. Hirers not adhering to this condition may forfeit the Bond (if applicable) or may be charged for additional use at an amount up to the full private rate applicable at the time.
- 2.3.2. The Hirer must ensure that the Facility is vacated in a quiet and orderly fashion with minimal noise and unruly behavior in consideration of nearby residents.

#### 2.4. Rental

- 2.4.1. Casual Bookings: The full amount of the Hiring Fee shall be paid to SCOTS PGC College 7-14 days prior to the Activity Date.
- 2.4.2. Regular Bookings: An invoice for the full amount of the Hiring Fee shall be issued on the last business day of the month in which the booking took place. The Hirer must pay to the College the Hiring Fee in accordance with the terms described on the invoice.

#### 2.5. Cancellation of booking

- 2.5.1. Where the booking is cancelled by the Hirer, the College shall return the bond or Hiring Fee paid as follows:
  - a) Where notification of cancellation is received by the Business Manager at least one (1) calendar month prior to the Activity Date the full Bond shall be refunded.
  - b) Where notification of cancellation is received by the Business Manager less than one (1) calendar month, but more than two (2) weeks prior to the Activity Date, one half of the Bond shall be refunded.
  - c) Where notification of cancellation is received two (2) weeks or less before the Activity Date, no monies shall be refunded.
- 2.5.2. If any booking is cancelled by the College due to a national, regional or district emergency, any bond and rental paid for unused bookings shall be returned in full.
- 2.5.3. If the allocated space is unused for a period of 2 or more consecutive weeks without notification being given to the College as to the reason for non use, the College has the right to cancel the booking without notice.

## **2.6. Return of Bond monies**

- 2.6.1. Return of Bond monies is in the form of a cheque. Upon inspection of the Facility and receipt of the cleaner's report, a request shall be forwarded to the College's Finance Department for release of the Bond. 14 days should be allowed for processing of the request. Should any monies be retained by the College to cover damages or extra cleaning, an explanation will be provided.

## **2.7. Alteration of Booking Times/Days/Rooms**

- 2.7.1. Hirers wishing to alter their booking arrangements must contact College's Business Manager. The request will be considered with regard to its effect on other hirers and booking allocations.
- 2.7.2. Hirers wishing to hold a Special Event either during or outside their allocated regular programme hours of use (if applicable) will need to complete an Application Form and submit it to College's Business Manager.

## **3. KEYS AND SECURITY**

- 3.1. Temporary Keys for casual out of hours hire are issued by the Business Manager at SCOTS PGC College. Details of key issue will be recorded in the Key Register. Keys will be signed out when taken and signed in when returned. Proof of payment of Hiring Fees (receipt) is required.
- 3.2. Approved regular out of hours users can be allocated a key to the Facility for which a refundable bond of \$30.00 per key ("the Key Bond") is payable.
- 3.3. Keys are to be returned to the Business Manager at SCOTS PGC College, 60 Oxenham Street, Warwick Qld 4370 on the next business day after the Activity Date or final scheduled booking date. Failure to meet this timeline will result in the forfeit of the Key Bond. Further monetary penalties will be incurred if failure to return the key extends to 14 working days or more, beyond the final scheduled booking date.
- 3.4. No copies of keys are to be made.
- 3.5. Keys are to be used only by approved/nominated users on days and times agreed.
- 3.6. Misuse of keys could result in users no longer being allowed access to the Facility.
- 3.7. The Hirer is responsible to pay a fee of \$150.00 for additional security, maintenance and key collection call outs. The Hirer is responsible to ensure that all external exits are secured and locked before leaving the Facility.
- 3.8. Security and access information will only be issued once payment of the Hiring Fee is received.
- 3.9. An induction to the Facility will be completed by appointment set with the Business Manager.

## **4. EMERGENCY PROCEDURES**

- 4.1. The Hirer will be issued a copy of Emergency Procedures. These procedures are to be on hand and readily accessible when accessing the Facility.

## **5. UTILITIES**

- 5.1. The College is not responsible for making alternate provisions for utilities should there be any restriction to supply imposed by the provider, e.g. gas or electricity rationing.

## **6. CONSUMABLES**

- 6.1. Each Hirer will provide their own tea, coffee, sugar, biscuits, detergent, garbage bags, cleaning products etc.

## **7. DAMAGE**

- 7.1. Any damage to the Facility or personal damages must be immediately reported to the Business Manager.
- 7.2. No notice, sign, advertisement, scenery fittings or decorations of any kind shall be erected in the Facility or attached to the walls, doors or any portion of the Facility without prior consent of the Business Manager.
- 7.3. Any extra insurance coverage deemed necessary by the College must be paid for by the Hirer and evidence of the insurance submitted to the Business Manager.

7.4. If any damage is incurred to the Facility during the Occupation Date(s) the College's assessment of damage shall be final, and the Hirer, upon request, shall pay the College the cost of repairing such damage.

## **8. DISORDERLY BEHAVIOUR**

8.1. The Hirer is obliged to take reasonable steps to ensure that no spitting, obscene or insulting language or disorderly behaviour or damage to property occurs in or to any part of the Facility during the Occupation Date(s).

## **9. POLICE ATTENDANCE**

9.1. If instructed by the Business Manager, the Hirer shall register their event at the Facility with the Queensland Police to help minimise the risk of unacceptable behaviour occurring in, at, or around the Facility during the event. Proof of registration of the event with the Queensland Police is to be produced upon request.

9.2. If instructed by the Business Manager, the Hirer must abide by the guidelines contained in the "Hire of College Owned Facilities for Private Functions and Celebrations". A copy of the guidelines is available upon request.

9.3. The Hirer shall if instructed by the Business Manager, arrange for security for their event at the Facility, at the Hirer's cost.

## **10. SUB - LETTING**

10.1. No portion of the Facility hired shall be on-hired, sub licensed, or any booking transferred.

## **11. CLEANING**

11.1. Hirers must leave the Facility in a clean and tidy condition.

11.2. Tables and chairs are to be cleaned with disinfectant spray.

11.3. Hirers are responsible for storing any equipment used in the appropriate place.

11.4. At the conclusion of a meeting or function, the user group must remove all rubbish. User groups not observing this request will be charged \$30.00 on each occasion. Casual Hirers must remove all rubbish from the Facility. No access to wheelie bins is available.

11.5. Floors must be left clear of rubbish. Spills are to be swept / mopped as required.

11.6. If the cleaner is required to do additional cleaning, a fee will be deducted from the Bond.

## **12. KITCHEN ACCESS**

12.1. All hirers/user groups must adhere to Environmental Health regulations and ensure that relevant permits are obtained prior to the function. Copies of permits are to be provided to the Business Manager upon request.

*\*To ascertain if permits are required, please contact Council's Environmental Health Department on 074661 0300.*

12.2. The kitchen area (where provided) must be left in a clean and tidy condition after use including the refrigerator being emptied of all perishables and cleaned out, the stove and oven, if used, wiped and cleaned, all benches wiped clean, any spills on floor surfaces wiped up.

12.3. The kitchen remains a shared facility at all times.

12.4. Hirers need to supply their own crockery, cutlery, catering equipment, extra garbage bags and cleaning equipment.

12.5. Caterers or hirers shall not take into any part of the Facility any gas or electrical appliances (eg. spit roasts, portable fryer, hot plates, etc.) unless permission has been obtained from the Business Manager.

12.6. Any catering requisites, appliances or fittings must be removed immediately after the function. If not removed the Hirer will be charged for each day such property remains in the Facility.

### **13. SMOKING**

13.1. The College endorses a “smoke free” policy for all areas of the Facility. Smoking at the Facility is prohibited.

### **14. ALCOHOL**

14.1. The College endorses an “alcohol free” policy for all areas of the Facility. Alcohol at the Facility is prohibited.

### **15. CHEWING GUM**

15.1. Chewing gum is not permitted within the Facility.

### **16. OBSTRUCTIONS**

16.1. The Hirer shall ensure that the Facility is not overcrowded and that all emergency exits, passageways and corridors remain free of obstructions.

### **17. LIGHTING**

17.1. No variation to the lighting shall take place without prior approval of the Business Manager.

### **18. DECORATIONS**

18.1. Stage property, appliances or decorating materials brought into the Facility must have the consent of the Business Manager. These, together with any other appliances or fittings, are to be removed from the Facility before 8.00am on the day following their use. If not removed the Hirer will be charged for each day such items remain in the Facility.

18.2. At no time should pins, nails, tacks or tape etc. be used on surfaces (exception is made for the use of pins when using the notice and display boards)

18.3. Any additional cleaning deemed to be necessary because of decorations will result in the Hirers being charged for additional cleaning costs.

18.4. No flags may be placed around the Facility either internally or externally.

18.5. Any Helium balloons brought into the facility are required to be weighted and not permitted to float free in the facility.

### **19. SEATING**

19.1. The Hirer may vary the arrangement of seats in the Facility provided that they are returned to their original configuration.

### **20. MAXIMUM ACCOMMODATION**

20.1. The maximum number of persons allowed in the Facility varies according to the Facility, room size, use and type of function. Room capacities must not be exceeded (Refer to application form).

### **21. STRUCTURES**

21.1. No permanent or semi-permanent structures are to be erected in or on the Facility.

### **22. OPEN FLAME LAMPS**

22.1. No open flame lamps shall be used in any part of the Facility.

### **23. THEFT**

23.1. The College or its staff is not liable for any loss or damage sustained by the Hirer, or any person or firm supplying any article to the Hirer.

23.2. Any suspected theft should be reported immediately to the College’s Business Manager.

## **24. ANIMALS**

24.1. Animals are not permitted in the Facility unless such animal is a registered assistance animal. E.g. Guide dog.

## **25. NOTICE BOARDS**

25.1. Notice boards at the Facility are provided for general use.

25.2. No political information may be placed on the noticeboards.

25.3. No religious information may be placed on the noticeboards.

25.4. No commercial advertising material may be placed on the noticeboards without the College's approval.

## **26. PERFORMING RIGHTS**

26.1. The Hirer shall not produce or permit to be produced at the Facility, any dramatic or musical work in infringement of copyright or performing rights. The Hirer agrees to indemnify the College against any claim for breach of copyright.

## **27. INSURANCE**

27.1. The College requires that all hirers hold Public Liability Insurance for a minimum cover of \$20,000,000 in respect of personal injury and property damage as a result of activities undertaken by hirers.

27.2. The College policies do not cover user groups or hirers. Use of the Facility is at the sole risk of the Hirer and Council shall not in any way be liable for injury, damage or loss incurred or sustained to any person or property by the use of the Facility.

27.3. The Hirer of the Facility shall not knowingly do anything which may invalidate the conditions of any insurance policies held by the College and shall immediately cease any activity which has that effect even if not requested to do so by the College.

## **28. COLLEGE RIGHTS**

28.1. Any College officer or approved contractor shall, upon presentation of appropriate identification, be entitled access to every part of the building.

28.2. The College has the right to cancel any bookings when the Facility is required for College functions. Monies paid will be refunded. The Hirer agrees in such case to accept the cancellation by the College and to have no claim at law or in equity for any loss or damage.

28.3. The College has the right to cancel any bookings should the Facility be required for the delivery of essential or emergency services in response to natural or other emergencies. Monies paid will be refunded. The Hirer agrees in such case to accept the cancellation by the College and to have no claim at law or in equity for any loss or damage.

28.4. The College reserves the right to restrict use of its facilities for activities such as but not limited to:

- Teenage parties
- 18th birthday parties
- 21st birthday parties
- "after parties"
- Parties where the majority of participants are under 25
- Sporting Club functions
- Premises registered as or used to conduct a private business.

## **29. BREACHES**

29.1. Any Hirer, user group or person committing a breach of the conditions contained in the Facility Hire Agreement to Use is liable to be refused future access to the Facility.



### **30. GRIEVANCES AND DISPUTE RESOLUTION**

- 30.1. If any dispute arises between a Hirer and the College in respect of this Agreement, either party must give written notice of the dispute to the other party. The parties must then take all reasonable steps to resolve the dispute.
- 30.2. If the dispute remains unresolved and the College considers that the Hirer has been and continues to be in breach of the Agreement the College will immediately end this Agreement without notice.
- 30.3. If in the event of any dispute or difference arising as to the interpretation of these conditions, or of any matter contained therein, the decision of the College shall be final.

### **31. CONDITIONS OF HIRE**

- 31.1. These Conditions of Hire may be altered or extended by the College at any time.