



PRINCE ALFRED COLLEGE

Terms and Conditions of Hire Prince Alfred College

The Terms and Conditions of the hire as agreed to by both parties are as follows and a departure from these terms and conditions permits Prince Alfred College to refuse supply of the access, amend the charge or immediately cancel the booking. Please note that payment of the bond constitutes acceptance of these Terms and Conditions.

1. Deposit/Payment – A bond of \$1000.00 (incl gst) is required to secure your booking along with a signed copy of your acceptance of the terms and conditions of hire. A receipt will be issued for your bond upon receipt of your acceptance of these terms and conditions of hire and a copy of your Public Liability Insurance. Bookings will not be confirmed until a bond has been paid. An invoice will be forwarded to the relevant person following the event with the bond deducted from the final amount if the venue has been left in a satisfactory condition. Payment can be made by credit card or bank transfer to:

BSB: 035 006 Account: 75 1761

Please ensure you detail your name and date(s) of booking in the payment information. Please also notify the Facilities and Events Coordinator via facilities@pac.edu.au when making a payment by EFT.

2. Hire Charges – Hire rate will be as quoted.

3. Hire Equipment – Prince Alfred College can supply hire equipment including tables, chairs and linen upon request. Please note that additional charges apply for the supply of hire items.

4. Technical Supply – ANZAC Hall has basic lighting and technical equipment provided in the base hire charge. The John Dunning Sports Centre has basic lighting and technical equipment including microphones and speakers provided in the base hire charge. The Eric Freak Memorial Chapel has basic lighting and technical equipment including microphones and speakers provided in the base hire charge. Should additional technical equipment such as specific lighting, and the supply of a Technician or IT support (which the school can coordinate) an additional fee is charged. This can be negotiated at the time of booking. An appointment must be made to meet with the College's Technician at which an agreement will be made regarding the use of equipment. All Electrical Equipment to be tagged. Use of Smoke machines, hazers, fog machines and dry ice machines are prohibited.

5. Hours of Hire – ANZAC Hall and Piper Pavilion are available for hire from 8.00am until 11.00pm on weekends and on weekdays during the school holidays. The John Dunning Sports Centre is available for hire from 8am until 11.00pm on weekends and weekdays during the school holidays. Eric Freak Memorial Chapel is available for hire weekends and weekdays during school holidays. Chapel Weddings are available by arrangement with the College. Classrooms and Computer Labs are available for hire from 8.00am to 10.00pm during school holidays. Sporting Grounds onsite are available for hire weeknights and weekends and school holidays 10.00am – 9.00pm. The Hirer must ensure that all guests have vacated the premises by the close of hire agreement. A full day hire fee is charged to the Hirer for Hirers or guests who remain beyond this time and guests may be directed to leave by School Security.

6. Onsite Caretaker – The School has an onsite Caretaker who is on call for emergencies only. Please note that additional charges of \$100.00+GST per call out will apply should he be called out to assist.

7. Private Security – The School requires that private security be on hand at all evening events over 50 guests. One security person for every 50 guests. The School will organise for security to attend all events from start until event close. This cost will be charged to the Hirer.

8. Emergency Procedures – In the event of fire or bomb threat, the College's alert system will automatically sound and exit doors will unlock to allow guests to exist via emergency doors. The Hirer will need to nominate an Evacuation Warden for the duration of hire. The School Caretaker will greet Hirers on arrival and provide an evacuation briefing to the nominated Warden. If a false alarm emergency call out occurs due to hirer the cost will be charged to the hirer.

9. First Aid Provisions – The Hirer is responsible for providing their own first aid kit and a designated First Aid Officer for the duration of hire.

10. Cleaning and Servicing – All Prince Alfred College Facilities will be presented to you clean and functional upon your arrival. All premises are to be left in a satisfactory clean and tidy state, including the removal of all rubbish to outside bins. A cleaning fee will be charged as per quote.

11. Catering Arrangements - Catering for functions is available only through the College's onsite caterer. External catering is not permitted.

12. Pavilion Kitchen – The Piper Pavilion Kitchen is unavailable for external use.

13. Food Sales – Sales can only be pre-packaged, processed, non-perishable food including items such as; canned and bottled drinks, packet chips, chocolate bars or similar as there are no washing up facilities available to users. Please note that the sale of hot food items or cold perishable items (including sandwiches or similar) is strictly not allowed. The following equipment is not allowed for use in or outside the Pavilion; BBQ equipment, pie warmers, microwaves, hot dog machines, slushy machines, coffee machines or any heating equipment. If items require refrigeration then a fridge can be hired at an additional charge. In addition to this the College allows the operation of a contract catering van to be set up outside the complex.

14. Tea and Coffee Facilities – The provision of tea and coffee supplies, urns and disposable cups can be provided upon request for an additional charge.

15. Damages, Breakages, Theft and Loss – The person(s) hiring the facility shall be liable for any loss or damage, breakage or loss of furniture, furnishings, equipment, appliances, or locks, other than acceptable wear and tear. Please note that our cleaners do a detailed check before and after use. Theft and Loss to or from the property or its contents are your responsibility and liability during your hire and must be reported immediately to us. Without prejudice to any other remedies available, the total cost of making good any such damage, breakage, theft or loss will be payable by you. If necessary you will be liable for any excess which may be charged against any debit or credit card which has been used for payment. The School will take no responsibility for your or your guests or invitees personal property during your event.

16. Smoking Policy – Smoking is not permitted inside the school grounds.

17. Alcohol – Prince Alfred College does not have a liquor licence. It is therefore the responsibility of the Hirer to obtain the necessary consents should alcohol be sold to patrons or a fee charged for those attending and alcohol is being served. Please contact the Office of Liquor and Gambling SA on 8226 8410 and www.olg.sa.gov.au for further information regarding licence requirements.

18. General Conduct – All guests are expected to behave in an appropriate manner. We reserve the right to remove guests or cancel bookings for Hirers who do not adhere to this code of behaviour.

19. Public Liability Insurance

- a) **Commercial Hirers/Community/Not For Profit Hirers** must ensure Public Liability insurance for a minimum of \$10 million per claim Australia-wide, is in place prior to the commencement of the venue hire. A copy of the Certificate of Currency is to be provided upon finalising the facility hire and signing of the Terms and Conditions of Hire document.
- b) **Family or Private Hirers** arranging private events will be covered by the Prince Alfred College General Liability insurance policy. Note: If you are arranging entertainment eg. magician, clowns, music bands etc. you will need to provide a Certificate of Currency on their behalf. Please also note Hirers who are deemed by Prince Alfred College to be high risk, will be required to provide a Certificate of Currency for Public Liability insurance for a minimum of \$10 million per claim Australia-wide.

20. Indemnity – Prince Alfred College shall not be responsible for or liable to compensate for the loss, theft or damage of personal property on or brought into the venue or in the immediate vicinity of any of the venues. You agree to indemnify us for any claim, direct or indirect, on a complete indemnity basis including our legal costs, whether contributed to by our own negligence or otherwise, that arises from the hiring.

21. Disclaimer – Prince Alfred College facilities are occupied at the sole risk of the Hirer. Prince Alfred College shall not be liable for any injury, loss or damage to property or any other claim whatsoever arising out of the hire of the venue.