



St Matthew's Collegiate School School Facilities Hire Agreement

Conditions for booking and hire of the St Matthew's Collegiate School facilities, Pownall Street, Masterton.

Hirers are requested to read these conditions before signing the agreement.

The buildings and entire site of St Matthew's Collegiate School are designated NO SMOKING areas (24 hours a day, 7 days a week). The hirer will ensure that this policy is respected.

All pencil bookings must be confirmed within at least five (5) working days prior to the event.

Subject to paragraph below, any booking will be regarded as firm when the required deposit has been received. The deposit may be forfeit if the booking is not then pursued. In addition, if the booking is cancelled within 14 days of the intended event, the hirer may, at the discretion of the school, be liable to all or part of the hire charge.

The hire charge must be paid to the school no later than midday on the last business day before the event. All remaining charges must be paid to the school no later than midday on the next business day after the event.

The school reserves the right to impose any bond and to vary its deposit requirements and charges as it sees fit.

The school reserves the right to refuse to hire the building to any applicants. Even though a booking may have been made and a deposit paid, the school shall have the power to cancel the booking and return the deposit or hire charge. In this case, the school will give the hirer the reason for its decision and the hirer will have no claim for loss or damage of any kind as a result of that decision.

No hirer may transfer or sublet the booking to another person or group without written consent of the school.

The school will not permit anything to be done in the building or its environs which is illegal, disorderly or offensive. The school is the sole judge of whether an activity is disorderly or offensive.

Where decorations are planned, the hirer is to notify their intentions at time of booking. The hirer must exercise due care in decorating the building and must make good to the school's satisfaction any surfaces damaged by decorations.

The hirer will be responsible for making good to the school's satisfaction, any loss or damage to property, furnishings or equipment.

The hirer will be responsible for removing any confetti, chewing gum or other objectionable material from the premises.

The hirer will ensure that no animals are permitted on the school site, except those required by law – e.g. guide dogs.

The directions of the School Principal or her designated nominees must be observed at all times. These people, along with the Police and the Fire Service, shall have the right of entry to the building at all times.

The hirer must keep all exits useable at all times.

Parking restrictions (yellow lines and signs) are to be complied with. Vehicles restricting emergency vehicle access may be towed away at the hirer's expense. Where buses and large numbers of cars are anticipated, parking is to be planned specifically with the school Maintenance Manager.

The hirer must conform to all licensing laws. Any hirer who fails to fulfill the requirements of the law, for whatever reason, shall be responsible for the consequences of those actions including indemnification of the school for loss of revenue through loss of licence.

The hirer will be responsible for bringing the facilities used to a reasonable state of cleanliness before leaving the premises. The minimum requirements are that the toilets are checked, the floors clear of litter and all decorations and their fixings removed and any kitchen left in a condition to the satisfaction of the Principal or her designated nominee.

The hirer shall make adequate arrangements for the reception and custody of all chattels on arrival and during the hiring of the rented space. The hirer is also responsible for the removal of such chattels immediately upon termination of the hiring period.

The hirer by not removing all chattels and effects and giving up possession by the appointed time in the agreement form, will be liable to further charges and rental as may be determined by the school.

When any event is booked to immediately precede another engagement, the rented space used by the hirer shall be cleared with such time as may be required by the Principal or her nominee. Otherwise, the school shall be a liberty to remove all property of the hirer from the rented space. Any cost incurred in connection with the removal shall be responsibility of the hirer.

In the event of any dispute arising from this agreement, the school's policy on disputes will apply.

The hirer will meet the costs of any wrongful call-outs. This includes Fire Service, Security Service, Tradesmen and Caretaker Service.



APPLICATION AND AGREEMENT FOR THE HIRE OF ST MATTHEW'S COLLEGIATE SCHOOL FACILITIES

Name of Hirer: _____

Organisation / Private: _____

Address: _____

Tel: _____ Mobile: _____

Declare that I am authorised to act on behalf of the above named hirer.

I acknowledge receipt of a copy of the terms and conditions of hiring and have read them and agree that I shall be bound by and shall observe, perform and fulfill the terms and conditions hereinafter referred to and that such terms and conditions shall be deemed to be incorporated in and form part of this agreement and that I shall promptly and punctually pay to the St Matthew's Collegiate School all monies which may now be payable or which may hereinafter become payable in respect of the hiring in respect of this agreement and the said terms and conditions.

I acknowledge St Matthew's Collegiate School is a totally smokefree environment 24 hours a day, 7 days a week and will ensure everyone using all St Matthew's Collegiate facilities under the hire agreement will adhere to these smokefree conditions.

I agree that the said premises shall be used for the purpose of: _____ and for no other purpose and agree that I will pay charges for such hire in accordance with the printed terms and conditions attached.

Date(s) required: _____

Time(s) required: _____

St Matthew's Contact Emergency Contact Person: Mr Brian James - 027 334 0763

Schedule of Facilities Hired		Hire Charges
Chapel		\$300 (min donation)
Hall		\$200 per day
Music Suite		\$150 per weekend
Gymnasium		\$350 per day
Library		\$150 per day
Classroom		\$100 per day
Boardroom		\$100 per day
Hampton House		\$60/person
Main House		\$40/person (children only)
Telephone		\$ at cost plus GST
Internet		\$ at cost plus GST
Keys		\$10 per key replaced
Additional Equipment / Facilities		
Cleaning / Rubbish Removal		\$
ALL HIRE CHARGES MUST BE PAID IN ADVANCE		
	Deposit to be PAID NOW	\$
	Additional Charges	\$
	BALANCE DUE BY:	\$

Signature of Applicant: _____

Date: _____

RULES FOR HIRERS

1. The hiring organisation must appoint one person who will take responsibility for liaison with the Appointed Facility Manager, ensuring that the following rules are adhered to. We request that during your stay your group is properly supervised.
2. The consumption of alcohol and smoking is not permitted in or on the property.
3. The consumption of food and drink is not permitted in any area of the boarding houses except in the dining room.
4. Dormitories are to be kept tidy at all times.
5. Other groups, Live-in staff and residents must at all times be considered.
6. Writing or pinning anything on walls, except on the hessian boards provided, is strictly forbidden.
7. In the event of fire, the alarms will sound automatically and cannot be stopped until the Fire Department arrive. If the alarm sounds all residents are to move to the nearest Fire Exit and assemble at the designated assembly point. To willfully tamper with a fire protection system is a criminal offence. Your group could be charged for a false callout. These can cost up to \$1600 per call out.
8. All catering services are to be provided through our contract caterers, Alliance Catering.
9. Management reserves the right to protect the good name of the school and its property. Consequently, any behavior that is prejudicial to these could result in cancellation of the hire and/or demand for payment of damages.
10. A deposit of 25% of the full cost is payable to secure a booking. The balance of the account is payable prior to the group departing.
11. In the event of late cancellation, a percentage of the deposit may be retained to cover costs already incurred.
12. All hirers must sign out with the Facility Manager and confirm all breakages, acts of vandalism etc. which must be paid in full by the hirer prior to vacating the premises.
13. All doors and windows to be secured prior to vacating the premises and keys returned to the designated area.

Name of Hirer: _____
(First name) (Surname)

On behalf of Organisation: _____

Address: _____

Contact Telephone: _____

I accept these conditions and rules for the term of our hireage.

Signed: _____ Date: _____