

**Henschke Catholic Primary School**

**Henschke Community Hall**

# **Booking Application**



105 Fernleigh Road Wagga Wagga NSW 2650 Ph(02) 6925 1870 Email [hp-info@ww.catholic.edu.au](mailto:hp-info@ww.catholic.edu.au)

**2019**

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## Henschke Community Hall Application Pack

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## Henschke Community Hall Application Process

Application to hire the facilities should be made via email to the Booking Manager at [kanckm1@ww.catholic.edu.au](mailto:kanckm1@ww.catholic.edu.au) or present upon appointment with the Booking Application (PGS 3-5).

1. Telephone enquiries can be made at any time regarding date availability.
2. **Appointments are essential to avoid school disruptions for all other processes.**
3. Application to hire the facilities should be made via email to the Booking Manager at [kanckm1@ww.catholic.edu.au](mailto:kanckm1@ww.catholic.edu.au) or present upon appointment with the Booking Application (PGS 3-5).

It is important to note that bookings are **NOT CONFIRMED UNTIL A BOOKING APPLICATION FORM IS RECEIVED PGS 3-5. PLEASE MAKE SURE YOU**

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4. If required, a mutually convenient appointment can be made to inspect the facility.
5. Application will be taken to the Henschke Community Hall Review Panel for approval to proceed and availability is reviewed. The booking manager c/- Henschke Catholic Primary School will respond to your request with confirmation.
6. You will be invoiced with the Hall Booking Fee, including the Bond of \$500. This is emailed to you. Bond is required within 14 days of your query to secure your booking. Payment of the deposit will signify acceptance of the Conditions of Hire of the facility. (PGS 9-11)
7. Deposit will not be refunded if cancellation is made less than 14 days prior to the event.
8. Full Hire payment to be completed 14 days prior to the hire date.
9. The Booking Manager or representative c/- Henschke Catholic Primary School will discuss access and provide information, for alarms keys etc at mutually agreed time. This is generally the Wednesday before the event. An appointment will be made for Monday after your event.
10. The facility is inspected by Henschke Catholic Primary School staff. Keys are to be returned the next working day after the event date. This is generally on the Monday. Bond will be refunded on successful inspection of facility following the event. This is refunded into the account number you provided on the booking form. A receipt will be emailed. Note: The administration Office closes during school holidays.



## Facility Hire Application and Booking Form

Hirer/Organisation (for Invoice):	Phone:	Mobile:
Representative's Name:	Position:	
Email:		
Address:		
ABN:		

<b>Date of Hire:</b>	<b>Purpose of Hire:</b> <small>Note: Max 500</small>
<b>Time Event Commences:</b>	<b>Time Access Required: (set up Prior)</b>
<b>Time Event Completes:</b>	<b>Time of Departure: (pack up complete)</b>
<b>Approx Numbers attending:</b> <small>Note: Max 500</small>	<b>Estimated Numbers Cars/Buses Parking:</b> <small>Note Street Parking off Bourke Street only</small>

## Facility Requirements

<input checked="" type="checkbox"/>	Please tick			
		Main Floor Basketball Court/Hall	Tables	Data Projection
		Kitchen	Chairs	Sound equipment
			Stage	
			Lectern	

Please tick

I confirm the Hall Booking Fee of \$ \_\_\_\_\_ (Pg 8) and acknowledge payment of \$500 Bond confirms my acceptance of Conditions of Hire (Pgs 9-11.)



**Additional Requirements / Comments**

\*\*\*\*\*

**office use only**

**Parish Booking c/- Our Lady of Fatima**

Entered into Henschke Hall Calendar                      Quoted                      Price: \$ \_\_\_\_\_

HOOSH informed    Cleaners informed

Finance informed

**approvals**

Approved                      Co-Principal                      Mr Paul Jenkins / Mrs Kym Willis                      Date:

**policies**

Public Liability Sighted, current, correct Name                      Date:

**Finance**

Bond refunds **BSB:** \_\_\_\_\_ **Acct:** \_\_\_\_\_

Bond Received    Date:                      Receipted                      Refunded                      Date:

Invoiced                      Invoice Number:                      Paid in Full                      Receipt provided



## Facility Requirements

I hereby indemnify Henschke Catholic Primary School, its staff, agents and contractors from and against all actions, claims and demands of every kind for which Henschke Catholic Primary School, its staff, agents and contractors shall or may be legally liable in respect of or arising from any accident, loss, damage or injury to person or property by reason of anything done or omitted to be done by the hirer in connection with the usage of the Henschke Catholic Primary school Community Hall and in connection with the Conditions of Hire.

The above details and any other information attached represent a true and accurate representation at this point in time of requirements for my proposed event. I am aware that I can make changes or alterations to these details up until ~~four weeks~~ the start of the event, however I do realise that any significant changes made may affect the cost, provision of selected services or facility allocation identified or quoted.

I recognise that it is my responsibility to keep Henschke Catholic Primary School informed of any changes or alterations and shall do so in writing. I also accept, at a minimum, Henschke Catholic Primary School has the right to invoice me in accordance with the information detailed on these pages.

I declare that I am authorised by the above organisation to hire the facilities for the purpose I have specified. I have read and understand the Conditions of Hire overleaf, and confirm that I accept them on behalf of the above organisation. I also acknowledge the GST is payable on this event.

Hirer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

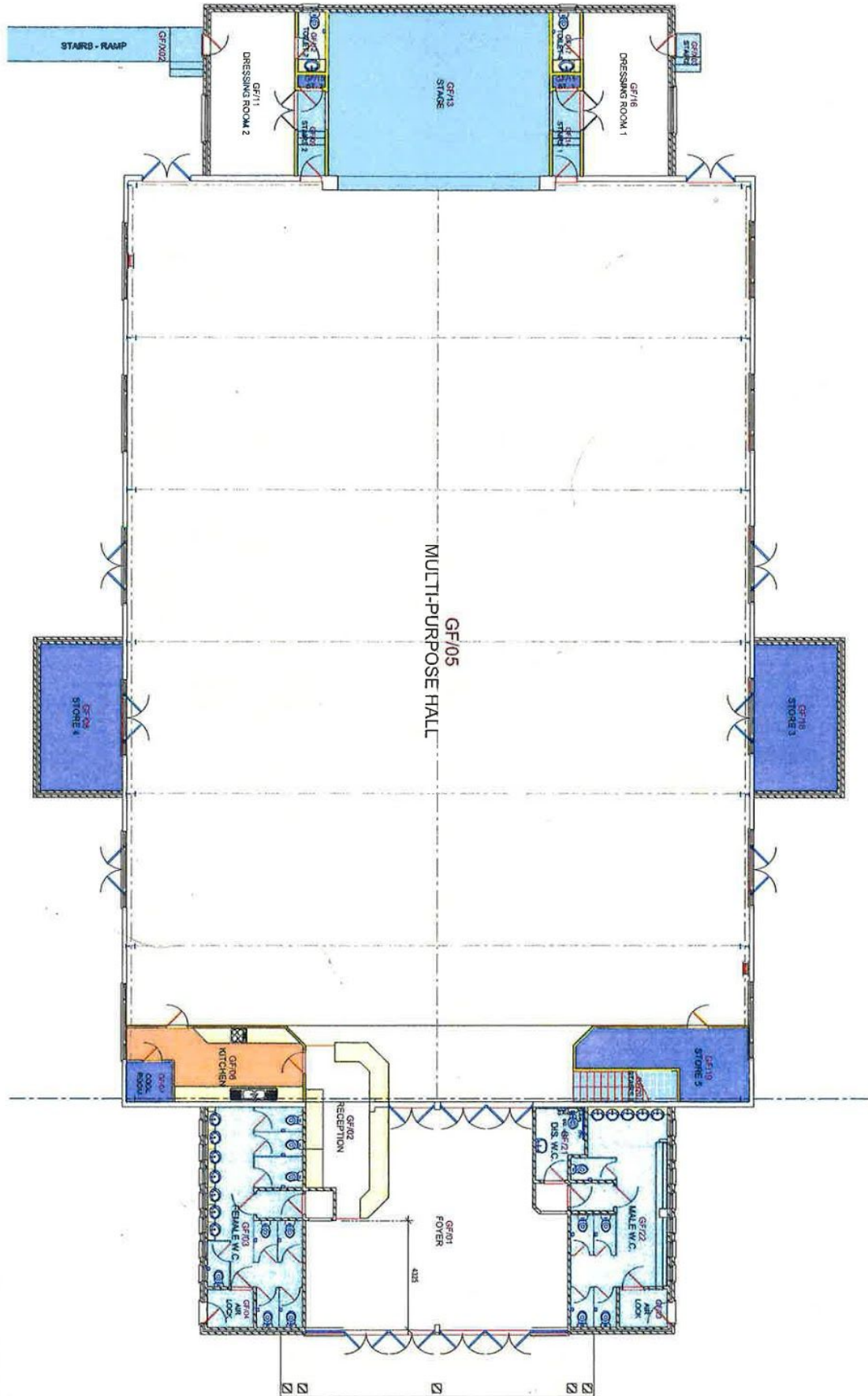
Printed Name: \_\_\_\_\_

Co-Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

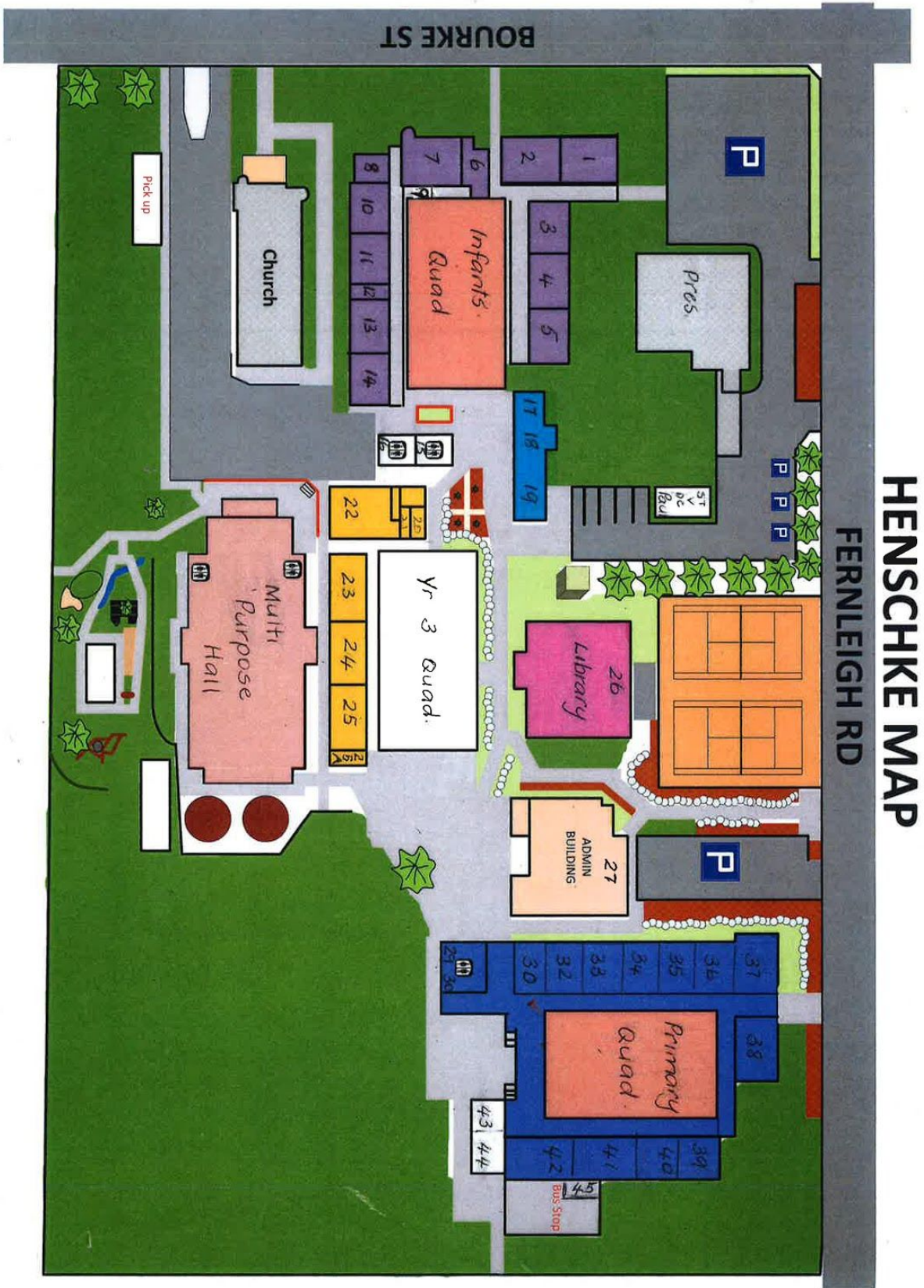


# Henschke Community Hall Diagram (To scale)





School Map



HENSCHKE MAP





## Facility Hire Rates and Additional Costs

facility	provisions	half day 1-4hrs Midph*	Full day 4.5hs +	Full day +Evening	2 days +	bond
Hall	Main floor, Stage, Kitchen, Sound system, Projector, foyer, heating/cooling, lighting, toilets, wifi	*\$400	*\$800	*\$1,000	Please enquire	*\$500
<b>Tables / Chairs</b>						
Tables / Chairs	Max table qty 28 Max chair qty 500					
BBQ	Gas bottle, lighter	*\$100				

**Prices include GST**

### Additional Charges:

**Parking:** off-street parking is available from Bourke Street only. There is to be no parking on the school grounds/oval unless approved by the Co-Principals. The Hirer will meet repair bills to any damaged areas. Our Lady of Fatima Parish and Henschke Catholic Primary School grounds are generally secured and access is only available at agreed times.

**Waste Management:** All waste generated on the premises is to be disposed of at a Wagga Wagga City Council or EPA licensed waste disposal facility. To deposit elsewhere is in breach of Environmental Legislation. All waste to be disposed of before 8:00am next business day. **The cost of this will be borne by the Hirer.**



## Conditions of Hire

- a. **Terminology:** The term Hirer will include the applicant/user's organisation. Henschke Catholic Primary School agrees to hire to the Hirer the Venue/Facility together with the Equipment in accordance with these Conditions of Hire and accompanying Booking form. The Hirer agrees to be bound by these Conditions of Hire and by any additional conditions which the School may notify to the Hirer prior to the commencement of hire.
- b. **Bond:** A Bond/Security deposit will be required to confirm bookings and must be received by Henschke Catholic Primary School within two weeks of confirmation to avoid cancellation. Payment of the Bond will signify acceptance of the Conditions of Hire of the facility and will be refunded on successful inspection of facilities following the event.
- c. **Taxes:** A goods and services tax (GST) at current Government required rate will be imposed on the value of all taxable supplies of our services as required by law. Payment of the GST must be borne by the Hirer. All prices quoted are exclusive of GST.
- d. **Public Liability Insurance Requirement:** External Hirers and users of the Henschke Community Hall must be covered by appropriate public liability insurance. The Hirer must provide evidence of a current Public Liability insurance policy for an amount no less than \$20 million. The Hirer of the Henschke Community Hall and patrons are confined to the Hall and its accompanying facilities and does not extend to the School, Parish and playground.
- e. **Contractors:** Henschke Catholic Primary School will not be responsible for the acts or omissions of contractors engaged by the Hirer. It is recommended that Hirers ensure all contractors on site (eg caterers) have public liability insurance.
- f. **Confirmation** of Bookings can only be made once Henschke Catholic Primary School has received a fully completed and signed booking application and receipt of a bond. Organisations and government departments must quote their ABN.
- g. **Responsible officer:** Unless agreed to the contrary in writing, the Hirer must nominate an attendant aged 18 years or older who will be present for the duration of the function and who will take responsibility to ensure compliance with statutory safety requirements and the Conditions of Hire.
- h. **Payment of Account:** Full payment must be received PRIOR to the event. Payment can be made by EFTPOS, EFT, MasterCard, Visa, Bank Cheque or Company Cheque. Personal cheques will be accepted at the Finance Manager's discretion.
- i. **Distinguished Visitors:** The Hirer shall give the School advance notice of the attendance of any State or Government representatives or any other dignitaries, to enable the School to ensure observance of appropriate protocols and forewarning of potential Media Communications.
- j. **Publicity:** The Hirer shall not issue any advance event publicity before receiving from Henschke Catholic Primary School written confirmation of the booking. The Hirer shall not make any statement in any advertisement which directly or indirectly implies that the event for which the premises is hired is conducted by or promoted by Henschke Catholic Primary School.
- k. **Indemnity:** The Hirer shall indemnify and keep indemnified Henschke Catholic Primary School against all losses, expenses, liabilities, claims and damages incurred as a result of or arising out of the hire of the premises, whether caused by an act or omission of the Hirer, its servant's agents or invitees, or any other person.
- l. **No Smoking or Drugs:** Henschke Catholic Primary School is a **Smoke Free Zone** and no cigarettes or drugs are permitted on the premises.





- w. **Keys:** Keys, including a security code, are to be collected from Henschke Catholic Primary School Administration Building by 4pm preceding a weekend booking. If the Hall is booked for a weeknight, the key is to be collected by 4pm on the day of hire. Keys must be returned to the Booking Manager or representative on the next business day. The responsibility for the keys and their use remains with the Hirer.
- x. **Animals:** No animals are allowed on the site at any time, for any reason.
- y. **Entertainment:** Any entertainment provided must be in keeping with the values and standards of Henschke Catholic Primary School. All programs must be submitted for approval in advance. Any music associated with the event must conform to the following Council By-Laws:
 

Monday to Thursday:	No noise before 7am and after 10pm
Friday:	No noise before 7am and after 12pm
Saturday and Public Holidays:	No noise before 7am and after 12pm
Sunday:	No noise before 9am and after 10pm

## Contacts

Any issues during the event are to be referred to our Co-Principals Mr Paul Jenkins and Mrs Kym Willis. Contact details are supplied the day before your event along with your alarm code and Heating/Cooling instructions.

## IN THE EVENT OF AN EMERGENCY

In the event of an emergency please follow emergency evacuation procedures listed on the walls around the Hall. (enclosed for your reference as well as a map of the school grounds)

### **Our Parish Priests live on site in the Presbytery and emergency services will need to be alerted to this.**

It is important to note that our Parish Priests live on site in the Presbytery and emergency services will need to be alerted to this.

