

Timaru Girls' High School

PO Box 558, Timaru 7940

Phone: (03) 688 1122

email admin@timarugirls.school.nz



Facility Hire Application Form

Name of Organisation:		
Contact Person:		
Postal Address:		
Email Address:		
Phone Number:	Home:	Mobile:
Address for Invoicing		
Details of function/event:		
Facilities Required	<div><input type="checkbox"/> Classroom/s</div> <div><input type="checkbox"/> Nora Dickie Hall <input type="checkbox"/> Kitchen Facility</div> <div><input type="checkbox"/> Gymnasium</div> <div><input type="checkbox"/> Other (specify) – chairs, tables</div> <div><input type="checkbox"/> Heating</div> <p>If you require sound and lighting for your event, please contact Mrs Rush at rrush@timarugirls.school.nz –Please note a separate charge will apply for this service.</p>	
Date(s) Required		
Time(s) Required		

Conditions of Hire are attached.

Please read conditions of use thoroughly before signing this agreement.

On behalf of the hirers, I have read this agreement and agree to abide by the Conditions of Hire.

Name:

Signature:

Date:

For Office use only: Cost (p/hr): \$ _____

Bond: \$ _____

Total Cost: \$ _____

Date Invoiced: _____

Paid: _____



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CONDITIONS FOR THE USE OF ALL SCHOOL FACILITIES

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

1. **BOOKINGS**

- Timaru Girls' High School reserves the right to refuse permission to any organisation, group or individual OR to terminate the agreement of hire at any time.
- School bookings take priority over all non-school bookings.
- All amounts referred to in this agreement are GST exclusive.
- The school reserves the right to charge a \$500 bond.
- Payment of 50% of the total hire is required to confirm booking and is payable to Timaru Girls' High School either by EFTPOS, cheque or direct credit to our bank account:

01-0886-0021379-00

2. **ACCIDENT** The hirer shall be responsible for any accident or injury sustained which should occur during their use of the facilities.
3. **DAMAGE/LOSS** The hirer is responsible for any loss or damage to property, furniture, or equipment that occurred during their use of the facilities as assessed by the Principal and/or Property Manager. This includes excessive cleaning requirements and damage caused by the general public.
4. **EMERGENCY PROCEDURES** All buildings are equipped with fire extinguishers and hose reels. The hirer should be familiar with their positioning and also the location of fire exits. Fire exits are to be kept clear at all times. In the event of fire activate the fire alarm and evacuate the building and call the Fire Service.

Emergency contact numbers:

PROPERTY SUPERVISOR 027 286 9638 FIRST SECURITY 03 688 5353 FIRE/POLICE/AMBULANCE 111

5. **INSURANCE & INDEMNITY** The hirer agrees to occupy and use the facilities at their own risk and indemnify the school against all claims, losses, actions, damages and expenses of any nature which the school may incur.
6. **SMOKE-FREE** Timaru Girls' High School is a smoke-free site. Smoking is strictly forbidden in any of the buildings or school grounds.
7. **ALCOHOL** No alcohol is permitted to be brought onto the school property unless with prior approval of the Board of Trustees.
8. **SECURITY**

- a) **Gymnasium** - Key can be collected from the administration office prior to the day of hire – the Property Manager will explain the alarm system and lock up procedures.
 - b) **Nora Dickie Hall** - Security alarms automatically arm at 11.00 pm. 24 hours' notice is required if event is to exceed this timeframe. Property Manager will explain the lock-up system when hirer visits the school prior to the event.
9. **USE OF VENUES** The hirer shall in respect of the facilities:
- a) Only use the facilities for the purposes of the hire.
 - b) Access facilities by arrangement with the Property Manager.
 - c) Make no alternation to the hour of commencement or finish of the hire without prior notification.
 - d) Comply with the school's emergency evacuation procedures (copy in all venues) in the event of an emergency.
 - e) Ensure that only the school approved operator is used for the sound and lighting systems which is arranged in consultation with the school.
 - f) Ensure that no vehicles are driven or parked on grassed areas.
 - g) Adhesive/masking tape, staples, tacks, "blu-tack", nails or screws or similar fixing devices are not permitted.
 - h) Storage or use of inflammable or dangerous substances including pyrotechnics is not permitted.
 - i) Not sell, supply or allow alcohol to be consumed on or within the school premises or grounds without the prior permission of the Principal or Board of Trustees.
 - j) Not use any smoke generating device, including dry ice machines, in the facilities.
 - k) Ensure that children using the facilities, including the grounds, are supervised.
 - l) Keep the venue in a clean and tidy condition (cleaning equipment is available in the hall kitchen).
 - m) The hirer will be responsible for any call out charges incurred, including but not limited to, NZ Fire Service, security guards, etc.

SPECIFIC CONDITIONS

Your co-operation is appreciated to ensure that all members of your group/organisation respect the following:

Gymnasium:

- Outdoor shoes are not permitted in the gym. All players, officials and spectators are asked to remove their shoes to prevent damage to the wooden floor.
- Players and officials are to wear non-marking sports shoes.
- Equipment is to be lifted, not dragged over the floor.
- Eating or drinking is not permitted in the gym.
- The gym and changing rooms are left in a clean condition and are locked after use.

- Any damage is to be reported as soon as possible.
- The building is to be left in a clean condition and secured in accordance with the Property Manager's instructions.

Nora Dickie Hall:

- To minimise damage to the wooden floor appropriate footwear must be worn.
- School approved operator(s) are the only persons permitted to use the sound and lighting systems: This service to be booked by contacting Mrs Rebecca Rush rrush@timarugirls.school.nz A separate charge may apply.
- The use of adhesive/masking tape, staples, tacks "blu-tack", nails or screws or similar fixing devices is not permitted.
- The use of smoke generating devices, including dry ice machines, is not permitted.
- The use of the grand piano can be arranged by negotiation.
- Any damage is to be reported as soon as possible.
- The building is to be left in a clean condition and secured in accordance with the Property Manager's instructions.

HIRE OF SCHOOL FACILITIES SCALE OF CHARGES	
Charges per hour unless otherwise stated	GST exclusive
Classrooms	\$30.00
Gymnasium	\$50.00
Nora Dickie Hall (capacity 500 maximum)	
Set up/Pack out	\$20.00
Morning, or afternoon, or evening session	\$200.00
All day hire	\$350.00
Heating (if required)	\$30.00/hr, maximum \$250/day
Chairs (if required)	\$1.50 each
Tables (if required)	\$5.00 each
Sound/lighting: (NOTE: available only by prior negotiation: Mrs Suzanne White rrush@timarugirls.school.nz . A separate charge may apply)	∞
Use of sound/lighting equipment	\$100.00
Grand Piano (by negotiation)	∞
Kitchen (per day)	\$50.00
Bond Deposit (refundable once all contract agreements have been met)	\$500.00

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