

## VENUE HIRE APPLICATION FORM

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Fees quoted are correct as of 1 January 2019 and are inclusive of GST

BOARDING HOUSE ACCOMMODATION	
<b>Mossgiel</b> - 56 beds. <b>Mackie</b> - 55 beds Available during term breaks only.	Starting from \$40 per person/night Mattress protector & pillow provided
BOAT SHED FUNCTION SPACE	
Max 105 people - Restrictions apply	\$200 fee for use
SENIOR SCHOOL	
<b>KEITH HUMBLE CENTRE</b> - Community groups only. Dance groups cannot be accommodated. Other restrictions apply <b>Costa Theatre*</b> (seats 150-170 people) <b>George Logie-Smith Auditorium*</b> (seats 192, can be increased to 264 depending on stage requirement) <b>Dance Studio</b>	\$400 full day    \$150 fee half day  \$300 fee for day hire
<b>Classrooms</b> - Restrictions apply	\$ 30 fee per hour per class room
<b>Elliott Theatre*</b> (seats 111)	\$300 full day    \$150 half day hire
<b>Grounds</b> – Wedding Portraits (non school days only)	\$120
<b>Morrison Hall*</b> (560 seated, 600 standing)	\$500 full day    \$300 half day
MIDDLE SCHOOL	
<b>Robertson Hall*</b> (300 seated, 600 standing)	\$500 full day    \$300 half day \$100 Hire of Grand Piano
<b>Gymnasium</b> (2 courts)	\$ 30 per hour per court
<b>Mezzanine 1, 2, 3</b> – seminars etc (max 50 people/room) Load capacity applies	\$ 50 per room
<b>Arts Centre</b>	\$100 per day
JUNIOR SCHOOL	
<b>Wayaperree</b> - Function room/Meeting space (100 seated, 150 standing)	\$250 full day    \$150 half day
<b>Community Room</b> - Currently under renovation	\$200 full day    \$100 half day
SPORTS FACILITIES	
<b>Ovals (Main, Mackie, SPF, Top, Bottom)</b>	\$ 50/hr per oval    \$300 full day/oval
<b>Turf cricket pitch</b>	\$300 per day
<b>Rankin Field</b> – 12 Courts (Registered groups only)	\$120 per hour for all 12 courts \$ 15 per hour per court
<b>Rolland Centre</b> – Basketball Court, Function (Aerobics) Room, Weights Room	\$ 30 fee per hour Weights Room will attract and additional \$60/hr to cover compulsory Supervisor's fee

\* Technician fees – additional fee depending on requirement.

\* Audiovisual equipment is available on request and will incur extra fees.



# CONDITIONS AND GUIDELINES FOR HIRE OF COLLEGE FACILITIES

**Priority of Use:** All facilities will be primarily used for College-related activities during and after school hours.

**Cancellation by The Geelong College:** The College may cancel any booking when the facility is required for College functions or in the event of an unforeseeable circumstance. All fees will be refunded if this is the case.

**Cancellation by the Hirer:** The hirer may cancel a booking up to 28 days prior to the hire date without being charged a cancellation fee.

**Applications:** Completed application forms are to be forwarded to the Facilities Coordinator, together with a copy of the Hirer's Public Liability Insurance Cover.

## Hire fees:

- All hirers are required to sign an Application Form prior to booking.
- Full payment is required to confirm a booking.
- Payment can be made via phone on (03) 5226 3103 using Visa, MasterCard or Amex or via direct deposit to Westpac BSB 033 226 Account 565689  
Your ref: Surname/booking date
- Regular Hire – applications for regular hire are renewed on an annual basis each calendar year. These bookings will only be accepted on the understanding that bookings of this nature may require to be cancelled/rescheduled in favour of College events. Fees are payable in advance and payable within 14 days of invoice. Failure to pay accounts on time will result in hire being terminated. All hirers are to comply with Public Liability Insurance requirements as noted on the application form.

**Keys:** Keys will not be handed out to hirers in majority of circumstances. The caretaker will arrange for access to the facilities. Unlocking of venue is approximately 15 minutes before the booked time. Alternative arrangements can be made on request.

**Smoking:** The Geelong College is a 'non-smoking' facility. Smoking is not permitted in any part of the College. The hirer must advise facility users about the No Smoking Policy.

**Equipment and set up availability:** The hire fee for Morrison Hall and Robertson Hall includes the use of chairs and a limited number of trestle tables depending on availability. If further equipment is required outside of the College allocation, this must be hired at the hirer's expense. All hired equipment delivery and removal is the sole responsibility of the Hirer. Set up fees, if required, will be charged on application. Candles are not to be used in any of the College facilities.

**Cleaning:** The College cleaning department will clean the facility before and after use. The facility should be left in a tidy condition and all rubbish and waste matter should be placed



in plastic bags within the garbage bins provided. If additional cleaning is required, due to unsatisfactory cleanliness in the rooms, this will be charged to the hirer at \$30 per hour.

**Behaviour and damage to property:** Disorderly behaviour or damage to property is not permitted. The College reserves the right to remove such offenders and costs incurred in this will be borne by the hirer. The hirer shall reimburse the College upon demand, all expenses incurred by the College for, or in connection with, any damage to the room and any loss or damage to property or equipment belonging to the College or any employee of the College.

**Compliance with Law:**

- No activity conducted using College facilities may contravene any laws and the hirer will accept full responsibility for their attendees' actions. In the case of a dramatic or other performance, or concert, the hirer shall not produce any dramatic or musical work in infringement of the copyright or performing right of any owner of such a right or rights, and the hirer agrees to indemnify the College against any claim for breach of copyright or any action therewith. The College does not hold a licence from the Australian Performing Rights Association or perform copyright music in the facility. The association may be contacted on (03) 9426 5200.
- The hirer of sporting facilities will comply with their association's own compliance standards including the completion of a mandated Grounds Inspection Checklist Report for any Ovals hired.

**Liabilities and Insurances:**

- The hirer hereby agrees to indemnify The Geelong College to the extent that such policies are affected through any such act of commission or omission.
- The hirer shall indemnify and keep indemnified The Geelong College from and against all claim, demands, writs, summonses, actions, suits, proceeds, judgements, orders, decrees, damages, costs, losses and expenses of any nature whatsoever which The Geelong College may suffer or incur in connection with loss of life, personal injury and/or damage to property of any person using or entering on or near any entrance, passage or part of the facility or occasioned wholly or in part by the act, neglect default or omission by the hirer, their agents, servants, or invitees or any person or persons using or upon the premises with their consent or approval expressed or implicit.
- The Geelong College shall not be held responsible for any damage or loss of any property whatsoever placed in the facility of the hirer, nor for any loss occasioned through accident or failure of the electrical or other plant through unavoidable cause.
- The Geelong College must be provided with a minimum of \$10,000,000 Public Liability Insurance Cover. A Certificate of Currency must be forwarded with the application at least upon booking. It is the responsibility of the hirer to arrange Public Liability Insurance Cover for the duration of the function.
- The hirer/user of facilities/parent/guardian agrees to be physically present or nominate a responsible person to be physically present and supervise the child/children in their care whilst using The Geelong College facilities.

**Privacy:** The College collects information for the purpose of registering the booking. The information collected will only be used to communicate with the applicant for hire or for regulatory, safety or other lawful purposes. Failure to provide this personal information may result in the application not being processed. Please refer to our privacy policy via [this link](#).



The Principal of the College reserves the right to reject any application that is inconsistent with the ethos of the College or may pose a significant risk to the facilities and equipment of the College. Both the Principal and Director of Business Operations have the discretion to discount fee hire where applicable.

DECLARATION		
I have read the abovementioned Conditions and Guidelines and confirm that I or the organisation on whose behalf I am applying accepts the conditions and fees as outlined.		
Name of Organisation:		
ABN:		
Contact Person:		
Address:		
Phone:	(Mob)	(Work)
Venue(s) required:		
Date(s) required:	From:	To:
Time required:	From:	To:
TOTAL FEE:	\$	

**Enquiries:** Please direct any enquiries to the Business Management Office:

*Business Management Office  
Facilities Coordinator  
The Geelong College  
PO Box 5  
GEELONG VIC 3220*

Phone: (03) 5226 3777  
Email: [facilities@geelongcollege.vic.edu.au](mailto:facilities@geelongcollege.vic.edu.au)



## Responsible Person

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**In order for event organisers to meet their duty of care, a necessary requirement is that they must nominate a "Responsible Person". This person must:**

- Be present and contactable for the entire duration of the event
- Ensure cleanliness of the facility following the event
- Be the last person to leave the premises, ensuring their safety at all times
- Ensure there is no disorderly/unruly behaviour
- Ensure attendees do not access other venues/facilities/school grounds other than the venue allocated
- Keep handy, the Caretaker's phone number – Monday – Saturday 0428 406 166 or Sunday 0407 502 803
- Be aware of any drug and/or alcohol affected persons and contact PRO Alarms Security on 03 5223 1101 for assistance if required OR 000 for an emergency.
- Be informed that any injuries occurring on The Geelong College grounds while casually using our facilities are not the responsibility of The Geelong College.

**Event date/date range:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

**Full name:** \_\_\_\_\_

**Mobile phone number:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

