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20 Forrest Road, Hamilton Hill

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## Hall Hire

Our Hall is available for hire by private groups and for functions, and features:

- ✓ Friendly parents and staff on our Hall Hire Committee, who are committed to assisting you with your booking.
- ✓ Available for out-of-school hours use 7 days a week.
- ✓ Flexible venue-hire arrangements. Our Hall is available by the hour, by the half-day, by the day, by the weekend, or by the week (during school holidays).
- ✓ A central location in Hamilton Hill.
- ✓ A lovely open space with natural light and wooden floors, very close to the hub of Fremantle, with plenty of outdoor space for relaxing outside between sessions, both undercover and under trees.
- ✓ A size of 11 metres by 7 metres means the space can accommodate 100 pax, theatre style.
- ✓ Tables and chairs available for use (approximately 75 chairs in total – 50 adult and 25 young adult size).
- ✓ Padded seating available for hire.
- ✓ Parking on grounds (limited) and along quiet Kerry Street, too.
- ✓ Reverse-cycle air conditioning so you can heat or cool the room as desired.
- ✓ A kitchenette with tea/coffee making facilities (you just need to provide your own mugs, spoons and beverages).
- ✓ Two separate toilet facilities within the Hall itself.
- ✓ Audio-visual equipment including a data projector, extension cords and power boards, microphone and speaker system, all available on request.
- ✓ The option to have the Hall professionally cleaned after your booking to save you time.
- ✓ Depending on the event, Kerry Street Community School may also include your marketing information in its regular school newsletter and on its noticeboards.

To Book, please complete the following fields:

<b>Contact Name</b>			
<b>Group Name</b>			
<b>Phone Number</b>		<b>Mobile Number</b>	
<b>Email Address</b>			
<b>Billing Contact</b>			
<b>Billing Address</b>			
<b>ABN</b>			

<b>Day/s Required</b>	<input checked="" type="checkbox"/>	<b>Start Time</b>	<b>End Time</b>
Monday	<input type="checkbox"/>		
Tuesday	<input type="checkbox"/>		
Wednesday	<input type="checkbox"/>		
Thursday	<input type="checkbox"/>		
Friday	<input type="checkbox"/>		
Saturday	<input type="checkbox"/>		
Sunday	<input type="checkbox"/>		

<b>Desired Booking Start Date</b>			
<b>Booking End Date</b>			
<b>Reason for Hall Hire</b>			
<b>No of People in Attendance</b>		Adults	Children
<b>For Profit Use</b> <input type="checkbox"/>	<b>Not-For-Profit Use</b> <input type="checkbox"/>		

<b>Hall Hire Schedule of Fees</b> (ex GST)		
<b>Hire Duration</b>	<b>For Profit</b>	<b>Not-For-Profit</b>
Hourly Rate	\$15.00	\$10.00
Daily Rate	\$120.00	\$80.00
Weekend Rate (Sat & Sun only)	\$225.00	\$150.00
Weekly Rate – Mon to Fri (School holidays only)	\$500.00	\$300.00
Key Bond	\$50.00 Refundable on safe return of Hall keys	
Cleaning Bond	\$200.00 Refundable provided Hall is left clean/tidy	

## DEFINITIONS

**Hirer** refers to the person responsible for all aspects of the hall hire arrangement.

**The Event** refers to any activity, program, class or task the hirer may arrange.

**Participant** refers to an individual connected to or enrolled in the Hall Hire Event.

## GENERAL TERMS AND CONDITIONS

- ✓ Hire times must include “set up” and “pack up” times as there may be other bookings scheduled immediately before or afterwards.
- ✓ Kerry Street Community School is strictly drug- and alcohol-free. In some instances, alcohol may be permitted, however only if a liquor license is obtained through the Department of Racing, Gaming and Liquor WA and in addition, the School Principal must give approval.
- ✓ Any Hirer using the Hall must obtain all appropriate planning documents and liquor licenses if required.
- ✓ No approval or endorsement of a hiring body is implied in the acceptance of a fee for the hire of the school’s Hall and, unless agreed in writing, no approval or endorsement by the school should be advertised or implied.
- ✓ A responsible delegate must be appointed by the Hirer who will be present at the venue for the duration of the event and who will take responsibility to ensure compliance with statutory safety requirements, relevant licensing and permit requirements and the Terms and Conditions of Hire.
- ✓ The approval to hire the school Hall does not give the Hirer right of entry to any other part of the school, the use of school services or other facilities.
- ✓ Smoking is strictly prohibited in Kerry Street Community School buildings.
- ✓ Under no circumstances is subleasing or sub-hiring allowed.
- ✓ Kerry Street Community School aims to be a safe and welcoming place for students, their families and the community. The School reserves the right to refuse parties that may result in anti-social behavior.
- ✓ Kerry Street Community School will not make any modifications to its Hall to suit a specific purpose. Minor changes may be arranged, however they must be approved and arranged by the School.
- ✓ All Kerry Street Community School staff members and volunteers have a right to enforce safety rules and regulations including these terms and conditions. Kerry Street Community School must have access to all areas and rooms with no restrictions.
- ✓ If for some reason the Hall becomes unavailable, School Staff will advise the Hirer with as much notice as possible.
- ✓ All equipment and rubbish associated with the Event must be removed, and the Hall returned to its original state. Failure to do so may result in the Hirer being charged a cleaning fee. For Kerry Street Community School to keep its Hall Hire rates as low as possible, it is vital that the Hall is kept neat/tidy and clean. You may be required to vacuum and mop the floors, clean and dry down the Kitchenette, discard rubbish, and/or pack up/put away any equipment used during the hire period.

## **OCCUPATIONAL HEALTH AND SAFETY**

- ✓ A Kerry Street Community School Hire Hall Induction must be completed with the Hirer prior to the Event date.
- ✓ The Hirer must ensure that an Induction is done with all parties involved in the Hall Hire Event.
- ✓ In the event of an emergency, Kerry Street Community School safety rules and regulations must be followed.
- ✓ All incidents and/or accidents must be reported to School Staff and dealt with accordingly. For example, an injury: medical assistance must be obtained, the person's next of kin contacted, and an incident report must be completed.
- ✓ The Hirer must ensure the Event complies with Australian law, including the Western Australian *Occupational Safety and Health Regulations 1996*.

## **COPYRIGHT AND LICENSING**

- ✓ It is the responsibility of the Hirer to ensure the Event holds a valid music and/or movie license. For more information, please see: <http://www.pcca.com.au/> (PPCA), <http://apraamcos.com.au/> (APRA), and <https://roadshowppl.com.au/> (Roadshow Film).
- ✓ The Hirer shall be responsible for any infringement received in connection with a lack of these licenses.

## **INSURANCE**

- ✓ Kerry Street Community School Insurance Cover does NOT extend to Hall Hire Events.
- ✓ Hirers of the Hall must arrange their own public liability cover and any other insurances required independently of the school. The school undertakes no responsibility for the property of any Hirer, or others, who may place it in any part of the school grounds or buildings.
- ✓ A copy of the Insurance Certificate must be kept on file by Kerry Street Community School.
- ✓ Members of Kerry Street Community School are only covered when participating in Kerry Street Community School Events.

## **CANCELLATION**

- ✓ Two weeks' notice must be given for all cancellations. A 10% administration fee based on the Event booking cost will be charged.
- ✓ Less than two weeks' notice will result in a 25% administration fee based on the Event booking cost being charged.
- ✓ In the event that less than 1 weeks' notice is given, the Hirer will incur the full Event booking cost.

- ✓ Cancellations must be in writing and emailed to Kerry Street Community School Bursar, Jacqueline Gratton at [admin@kerrystreet.wa.edu.au](mailto:admin@kerrystreet.wa.edu.au)
- ✓ Access to the Kerry Street Community School Hall and grounds may be denied or the Event booking agreement terminated if (but not limited to):
  - Hall Hire terms and conditions are breached, or
  - Hall Hire booking payment is outstanding, or
  - The School receives complaints from the community, or
  - The Hall Hire Event conflicts with the School's Code of Conduct.
- ✓ Kerry Street Community School will not be responsible for costs incurred by the Hirer through the cancellation of the booking for any reason.

## **PAYMENT AND BONDS**

- ✓ The Cleaning Bond, Key Bond, and 50% of your hire cost including GST must be paid upfront to secure your booking. The Bonds may be used to pay your outstanding Hire fees and/or contribute to the cost of cleaning, key replacement and/or damage caused by the Hirer, the Event or its Participants.
- ✓ All Hirers will incur any additional costs that the school incurs as a result of their use of the facility.
- ✓ All fees and charges quoted are exclusive of GST unless otherwise stated.
- ✓ Fees and charges are correct at time of printing however may be subject to change.
- ✓ In the event of a change to the Hall Hire fee structure, Kerry Street Community School Staff will advise the Hirer in writing. This will be done at least two weeks prior to the implementation of a new fee structure.

## **DAMAGE**

- ✓ Any faults or damage to either the Hall or its equipment must be reported immediately to School Staff.
- ✓ Kerry Street Community School will not be liable for any damages and/or loss during or connected to the Hall Hire Event.
- ✓ The Hirer will be held accountable for any damage during or connected to the Event, including but not limited to theft, property damage or structure damage.
- ✓ Kerry Street Community School Staff must be informed of all damages and the situation must be dealt with accordingly. For example, a dropped glass of water: the broken glass must be swept up and discarded safely, the floor must be mopped and a "slippery surface" sign must be placed over the wet area.
- ✓ Neither the Hirer nor Event Participants may use products that may cause damage to Kerry Street Community School property without the express written consent of School Staff. Prohibited items include but are not limited to nails, hooks, paint, and power tools.

## PROTECTION AND SECURITY

- ✓ Any security or maintenance issues must be reported immediately to School Staff.
- ✓ The Hirer must take all measures necessary to ensure the safety and wellbeing of Event Participants whilst on Kerry Street Community School property.
- ✓ Any Hirer seeking Hall Hire must conform with all WA Working With Children Checks legislation should their Event be open to Participants aged 18 years or less.

## ACCEPTANCE

	\$
<b>Hire Fee</b>	
<b>Plus Cleaning Bond</b>	200.00
<b>Plus Key Bond</b>	50.00
<b>Plus 10% GST</b>	
<b>Total Due</b>	

Upon acceptance of the Hire Agreement, the Hirer undertakes to hold Kerry Street Community School and its employees and volunteers indemnified of all claims which may be made against them for damages or otherwise, in respect to any loss, damage, death or injury caused by or in the course of, or arising out of, the hiring of the venue.

<b>Hirer Name</b>		<b>Date</b>	
<b>Hirer Signature</b>			
<b>Kerry Street Community School Representative Name</b>		<b>Date</b>	
<b>Kerry Street Community School Representative Signature</b>			