



Facility Hire Policy - Procedures and Forms

The following procedures and forms support implementation of the KSCS Hall Hire Policy:

1. Facility Hire Procedure
2. Hall Hire Contract
3. Kitchen Hire Contract
4. Facility Hire Checklist

1. Facility Hire Procedure

Advertising

- A.** The KSCS hall and kitchen are available to the wider community for hire.
- B.** Hire of the hall and kitchen are promoted on the KSCS website and through promotional materials, e.g., facility hire flyer. Photographs and facility hire information should be updated regularly to accurately reflect our facilities.
- C.** Promotional materials and strategies must be approved by the Principal and may be supplied to the Parent Forum to distribute at community events.

Enquiries

- A.** When receiving initial facility hire enquiries, ensure the proposed event/activities fit with the school's Values and Philosophies and the school will be able to meet the hirer's specific requirements.
- B.** Before confirming facility availability, check the school events calendar for any potential clashes.
- C.** The facility hire information pack and application form can be sent to prospective hirers via email or given in person.

Bookings

- A.** Facility hire bookings are coordinated by the Administration Assistant.
- B.** When completed facility hire applications are received, ensure the hirer understands the terms and conditions and all required documentation is provided.
- C.** A facility hire checklist will be started for each application received and used to record steps completed in the facility hire procedure. This will ensure up-to-date information is available to all staff who may be involved in coordinating and assisting a booking.
- D.** Photo ID must be presented by the hirer to confirm their identity and to ensure they are over 18 years of age. A valid WA driver's license, passport , or WA Photo Card is required.
- E.** All facility hire applications must be approved by the Principal before acceptance of the booking is finalised.
- F.** Once accepted, facility hire bookings will be recorded on a facility hire calendar that is accessible to all staff.
- G.** The Administration Assistant will confirm or decline the application by email and include the invoice for the hire fee and associated bonds.
- H.** Payment of the fee and associated bonds may be made electronically to the school account or by cash payment. Any cash payments are to be lodged in petty cash.
- I.** All fees and bonds must be paid in full before a hall hire booking commences.

Event preparation

- A.** The set-up of the hall or kitchen ready for a booking will be coordinated by the Administration Assistant or delegate.
- B.** Parent cleaning coordinators should be informed of an upcoming booking to ensure the hall or kitchen is adequately cleaned beforehand. The cleaning coordinators can arrange for the relevant parent cleaning team to complete this task.
- C.** Staff should also be informed of an upcoming booking so they can ensure as much furniture and equipment as possible is packed away at the end of the day before the booking.
- D.** All equipment requested and agreed upon should be placed in the hall or kitchen ready for the booking.
- E.** If needed, parents may be contacted to complete cleaning and set-up as part of their community job hours. This can be arranged through the parent community job coordinator.
- F.** The Administration Assistant will arrange for collection of keys by the hirer before the event and make arrangements for the return of the key at the end of the booking. The distribution of the key should be recorded in the key register.

Event completion

- A.** The Administration Assistant will coordinate facility inspection, key return, and bond return at the end of a booking. These tasks may be delegated to another staff member in their absence.
- B.** As soon as practical after the completion of an event, e.g., before the start of the next school day, the hall or kitchen should be inspected for any damage, rubbish remaining, or issues not reported by the hirer. Any problems noted should be recorded and photographs taken if possible. The hall or kitchen must be made safe and presentable ready for the start of the school week. If any issues can't be resolved immediately, the Principal should be informed, and an action plan made.
- C.** The hirer should be contacted immediately to arrange remediation of any issues they are responsible for as per the terms and conditions. If the hirer is unable or unwilling to comply, the school may make arrangements on their behalf at their expense.
- D.** If the cleaning bond is not adequate to cover any costs incurred by the school during the facility hire event, an invoice for outstanding charges will be sent to the hirer as per the hall hire terms and conditions.
- E.** The Administration Assistant will ensure that all terms and conditions have been met, the key returned, and invoices paid before processing the return of the hirer's cleaning and key bonds.
- F.** Bond refunds will be processed electronically.
- G.** A file will be kept of each facility hire booking where all details of the booking will be stored and kept in line with the Record Management policy.



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 meters by 7 meters 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:

Contact Name			
Group Name			
Phone Number		Mobile Number	
Email Address			
Billing Contact			
Billing Address			
ABN			

Day/s Required	√	Start Time	End Time
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"/>		

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

Hall Hire Schedule of Fees (ex GST)		
Hire Duration	For Profit	Not-For-Profit
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 Administration Assistant, Linda Green at kerrystreet@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 Check legislation should their Event be open to Participants aged 18 years or less.

ACCEPTANCE

	\$
Hire Fee	
Plus Cleaning Bond	200.00
Plus Key Bond	50.00
Plus 10% GST	
Total Due	

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.

Hirer Name		Date	
Hirer Signature			
Kerry Street Community School Representative Name		Date	
Kerry Street Community School Representative Signature			



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Kitchen Hire

Our school kitchen is available for hire by private groups and individuals, and features:

- ✓ Available for out-of-school hours use 7 days a week.
- ✓ Flexible venue-hire arrangements. Our kitchen 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, very close to the hub of Fremantle, with plenty of outdoor space for relaxing outside between sessions, both undercover and under trees.
- ✓ Parking on grounds (limited) and along Forrest Road and Kerry Street, too.
- ✓ Heating and cooling so you can heat or cool the room as desired.
- ✓ Two separate toilet facilities within the building.
- ✓ The option to have the kitchen 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:

Contact Name			
Group Name			
Phone Number		Mobile Number	
Email Address			
Billing Contact			
Billing Address			
ABN			

Day/s Required	√	Start Time	End Time
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"/>		

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

Kitchen Hire Schedule of Fees (ex GST)		
Hire Duration	For Profit	Not-For-Profit
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 building keys	
Cleaning Bond	\$200.00 Refundable provided kitchen is left clean	

DEFINITIONS

Hirer refers to the person responsible for all aspects of the Kitchen 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 Kitchen 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 Kitchen 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 Kitchen 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 Kitchen 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 sub-leasing 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 Kitchen 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 Kitchen becomes unavailable, school staff will advise the Hirer with as much notice as possible.
- ✓ All equipment and rubbish associated with the hire must be removed, and the Kitchen 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 Kitchen Hire rates as low as possible, it is vital that the Kitchen is kept neat/tidy and clean. You may be required to wash, dry and put away dishes, empty the fridge of any items belonging to the Hirer, vacuum and mop the floors, clean and dry down the toilets, discard rubbish, and/or pack up/put away any equipment used during the hire period.
- ✓ Catering equipment belonging to the Hirer, such as trays and utensils, are the responsibility of the Hirer and must be removed from the premises at the cessation of the Hire period. Kerry Street Community School Inc will not be responsible for items left in the Kitchen or adjacent areas of the school.

OCCUPATIONAL HEALTH AND SAFETY

- ✓ A Kerry Street Community School Hire Kitchen 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 Kitchen 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 if audio/visual elements will be used during the course of the booking. 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 Kitchen Hire Events.
- ✓ The Hirer indemnifies and keeps indemnified Kerry Street Community School Inc against all losses, expenses, liabilities, claims, and damages incurred as a result of or arising out of the hiring of the Kitchen caused by any act or omission of the Hirer, its servants, agents or invitees.
- ✓ Hirers of the Kitchen 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 Administration Assistant, Linda Green at kerrystreet@kerrystreet.wa.edu.au.
- ✓ Access to the Kerry Street Community School Kitchen and grounds may be denied or the Event booking agreement terminated if (but not limited to):
 - Kitchen Hire terms and conditions are breached, or
 - Kitchen Hire booking payment is outstanding, or
 - The School receives complaints from the community, or
 - The Kitchen 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, including cleaning fees if the Hirer has created cleaning requirements above and beyond normal cleaning.
- ✓ 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 Kitchen 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

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- ✓ 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.
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PROTECTION AND SECURITY

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- ✓ 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 Kitchen Hire must conform with all WA Working with Children Checks legislation should their Event be open to Participants aged 18 years or less.

ACCEPTANCE

	\$
Hire Fee	
Plus Cleaning Bond	200.00
Plus Key Bond	50.00
Plus 10% GST	
Total Due	

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.

Hirer Name		Date	
Hirer Signature			
Kerry Street Community School Representative Name		Date	
Kerry Street Community School Representative Signature			



Facility Hire Checklist

Prior to Confirming Booking	Completed by (initial)	Date
Principal has approved hirer and function		
Suitable aged person in attendance confirmed		
Copy of driver's licence of hirer attached to booking form		
Dates entered in Facility Hire Calendar		
Calendar invites sent to Admin, Bursar & Principal		
Invoice issued and attached to booking form		
Public liability insurance attached to booking form		
Booking confirmation		
Hire fees and bond received		
Key collection date: Name of person collecting: Name of school representative: Key Number:		
Appropriate staff informed of hire dates with 1 week's notice		
Cleaning Coordinators informed of hire dates with 1 week's notice		
Commercial cleaning company informed with 1 week's notice		
Cleaning of Hall prior to hire scheduled Completed by:		
Room Requirements:		
Nominated setup person:		
Nominated room inspection person:		
Booking Completion		
Inspection of room Satisfactory / Unsatisfactory (please circle) If unsatisfactory, list issues		
Keys returned		
Refund invoice signed by Principal		
Bond refund issued and attached to booking forms		
Cancellation		
Two week's notice received –10% administration fee invoiced		
Less than two week's notice received –25% administration fee invoiced		
Less than 1 week's notice received –full booking cost invoiced		
Invoice approved by Principal and copy attached to booking form		