

## **St Pius X School Hall Hire Agreement**

### **Terms and conditions of use**

1. Alcohol, vaping and smoking on the premises is strictly prohibited.
2. Any person/s found to be bringing alcohol and/or drugs in or around the premises will be asked to leave immediately and any funds paid will NOT be refunded.
3. A Health and Safety briefing must be given to all hirers by a St Pius x School staff member
4. All enquiries for bookings should be made to [office@saintpius.school.nz](mailto:office@saintpius.school.nz)
5. The enquiry form must be FULLY completed by the person responsible for the booking. This person will be responsible for the condition of the hall and school grounds directly outside of the hall
6. No booking is guaranteed until the booking is confirmed and the fee is paid.
7. Proof of payment will be required 48 hours prior to the booking
8. Any damages to the premises are to be notified immediately and any costs to be paid for by the hirer
9. We do not accept responsibility for any damage done to vehicles in the car park
10. St Pius X School reserve the right to approve or decline any requests to hire the school hall.
11. In the event, a function is cancelled, 24 hours' notice must be given. We reserve the right to keep or refund part of any payment.
12. Functions postponed or cancelled due to unforeseen situations, in that case, we will work with the hirer to try and arrange a new suitable date. If a suitable date cannot be found, a refund will be given.
13. The key MUST be returned on the day of the hire unless prior arrangement has been made with the school. Bond will be forfeited if key is not returned as per this agreement.

## Hireage costs

These charges are current as of 26 June 2023 and are reviewed on an annual basis. The Board reserves the right to make any changes at our discretion on a case-by-case basis.

Charge	Details
\$200 Bond	Bond is refundable upon confirmation that hall has been left in reasonable condition and key has been returned
\$250 Hireage fee **\$50p/h	\$250 is required for hireage up to 8 hours and then \$50 per hour after that

## Care of Premises

1. The setup of the school hall for a function, the running of the function, the care of the premises, equipment, and the cleaning of the club rooms after the function is the responsibility of the person/s who signed the hire application
2. In putting up decorations etc cello tape, similar adhesive materials and drawing pins shall not be used on walls, fixtures, or furnishings. Masking tape and blutack is permissible provided it is carefully and fully removed afterwards
3. All spills are to be cleaned up immediately regardless using the cleaning materials provided
4. After use:
  1. All tables and chairs are to be wiped clean and put back to how they were set up prior to the booking
  2. Kitchen to be left in a tidy and clean condition
  3. Rubbish is to be taken away with hirer

## School Hire Agreement

Name of Group	
Name of Person Responsible	
Address of Person Responsible	
Mobile Number	
Email Address	
Purpose of Hirer	
Date & Time of Hireage	

I/We hereby apply to use the St Pius x School Hall as shown above and agree to abide by the terms and conditions governing its use.

Signature on behalf of the Hirer

Signature on behalf of St Pius x School

**Bank Details: St Pius x School Board of Trustees**

**12-3254-0024102-00**