



ROSTREVOR
COLLEGE

67-91 Glen Stuart Road, Woodforde, SA 5072

T +61 8 8364 8200 **F** +61 8 8364 8396

E rosroll@rostrevor.sa.edu.au **W** www.rostrevor.sa.edu.au

Rostrevor College (est. 1923)
ABN 63 001 070 495

**A CATHOLIC ALL BOYS' DAY & BOARDING
COLLEGE IN THE EDMUND RICE TRADITION**
Reception to Year 12

ROSTREVOR COLLEGE

FACILITY HIRE

2018

Please note College events may render facilities unavailable at times.

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FACILITY HIRE APPLICATION FORM

Facility

- Pavilion
 Callan Hall
 Purton Hall

Chapel Hire – requires completion of Chapel Conditions & Application Form – please visit website.

HIRER DETAILS

Name of Hirer	<i>Mr/Mrs/Ms</i>	<i>First Name</i>	<i>Last Name</i>
Name of Organisation			
Mailing Address			
Email		<i>Mobile</i>	

EVENT DETAILS

<i>Day</i>	<i>Date</i>
<i>Time of Arrival*</i>	<i>Time of Departure*</i>
<i>Type Function (e.g. 1st Birthday)</i>	<i>No of People Attending</i>
<i>Start Time of Function:</i>	

** to include set up and clean up times. Note the departure time must not exceed 12:00am*

I acknowledge having read and understood the Conditions of Hire for the property and associated facilities indicated above, and agree to abide by the conditions. I hereby certify that I am 21 years of age or older.

Signature: _____

Date: _____

Electronic Funds Transfer (For Refund of Bond)

Account Name: _____

BSB: _____ Account Number: _____

Complex Inventory

Below is a list of all furnishings and equipment included in the hire fee. It is the responsibility of the hirer to arrange for the hire of any additional items required.

Pavilion	Purton Hall	Callan Hall
Main Room 120 chairs (blue) 10 Large Round Tables 8 Bar Tables 6 Folding tables Air conditioning AV - VGA input, 9mm input jack Kitchen 1x 900w Oven 1x Domestic fridge 1x Pie warmer Hot water urn available	Some equipment provided upon request. Please discuss with the Facility Hire Co-ordinator.	Some equipment provided upon request. Please discuss with the Facility Hire Co-ordinator.



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BUILDING LOCATIONS:



- | | | | |
|----|--------------------------|---|---------------------------------|
| A | Boarding House | L | Brickfield House |
| B | Maintenance Workshop | M | Gurr Building |
| C | Pavilion | N | Mogg Building |
| D | Kelty | O | Primary Years Classrooms |
| E | Mackey Building | P | Junior Primary Years Classrooms |
| F | Equity Hub | Q | Rice Building |
| G | Clery Building | R | Rostrevor Admin Building |
| H | Pool Change Rooms | S | Rostrevor House |
| I | Purton Hall | T | Chapel |
| J | Technology Building | U | Music Building |
| J2 | Science Discovery Centre | V | Maintenance Sheds |
| K | Agriculture Building | X | Callan Hall |



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FEE SCHEDULE

Pavilion **\$385**
Bond \$500

Callan Hall **\$385**
Bond \$500

Purton Hall **\$385**
Bond \$500

PAYMENT METHODS

- Bank Transfer**

Account Name: The Christian Bros Inc – Rostrevor College

BSB: 065-000

Acc. Number: 11403148

Reference: eg. HIRE SMITH 010116

(HIRE SURNAME DATEOFHIRE)

If these details are not correctly included, the hire may not be confirmed.

- Cash** to be paid at Main Reception, Rostrevor College.
- Cheques** to be made payable to Rostrevor College.
- Credit Card** contact the College Reception, on **8364 8200** to make payment over the phone with your credit card.



CONDITIONS OF HIRE

Any breach of these conditions may result in a loss of bond and/or additional costs may be levied against the hirer.

Enquiries and Bookings

Please visit our website or contact the Facility Hire Co-ordinator via facilityhire@rostrevor.sa.edu.au or 8364 8200.

Activities Permitted

- Family or Private functions (no 18th or 21st birthdays, Bucks' or Hens' nights)
- Social, Recreation and Service Club meetings
- Non-profit service organisation meetings
- Art Cultural and craft displays and events
- Community group meetings

Activities Not Permitted

- Political Party rallies
- Activities likely to cause damage to the premises
- Activities likely to cause nuisance to neighbouring residents or commercial properties
- Activities not in line with the College's image and identity

Payment of Hire Charges

All prices are subject to variation and hire fees will be those current at the time the function is held.

A bond will be required from the hirer of the venue prior to each function and may be varied depending on the type of function to be held by the hirer. This will be refunded within 21 working days if not required to cover excess cleaning or repair costs.

The balance and bond money must be paid at least 14 working days prior to the date of reservation. If your booking is made within 14 days of the required date, payment is required immediately.

Insurance

Depending on the type of function/activity you are conducting, the hirer may be required to provide the College with proof of their Public Liability Insurance, e.g. Certificate of Currency up to \$10 million dollars.

Please seek advice from the College if you are uncertain of your responsibilities/obligations prior to paying any monies for your booking.

Sub-Letting

Sub-letting of the facilities or any part thereof is prohibited.

Cancellations

Cancellations of bookings must be given in writing not less than four weeks prior to the function date, otherwise unpaid fees will still apply.

The College reserves the right to refuse an application for a booking or cancel a booking if it is deemed that the activity being undertaken does not adhere to the permitted activities, similarly if the booking conflicts with the school calendar.

Accessing Premises

The hirer cannot access the premises earlier than 10.00am on the day of the function to set up the hall.

Vacating Premises

The function must conclude by the time specified on the Reservation Application and no later than 12.00 midnight in the case of an evening booking.

Damages

Hirers will be required to pay for any property and equipment that is damaged, lost or stolen as a result of the hire and agree to indemnify the College against all proper costs, charges and expenses in respect thereof.

Below is an example list of possible costs deductible from your Bond prior to refund. If damages exceed the bond, you will be liable for any extra costs incurred:

Item	Penalty
Damage to the structure of the building, including windows	Cost of repair
Electrical equipment	Fee for report or replacement
Damage to tables, chairs, doors, locks, furnishings and/ or equipment	Cost of repair or replacement
Extra Cleaning (additional cleaning that may include, but is not limited to leftover rubbish, stained carpets, broken glass, stove/oven/bar area/fridge not clean, counters not wiped, toilets require excessive cleaning)	Cost of additional cleaning services
Doors not secured on vacating premises	Penalties dependant on costs caused by any intruder or security call out
Fire alarm activated	Costs incurred as result of unnecessary Fire Service attendance as a result of inappropriate activity by attendees.

Advertising

No advertising is permitted on or in any part of the building/s or College premises without prior approval from the College.

Liquor Permit

No intoxicating liquor of any kind shall be sold, or consumed, on any College property without prior notice of intent and then approval being granted. In accordance with the provisions of the Licensing Act 1997, a Limited Licence must be obtained for the supply of liquor at a function where either:

- the cost of liquor is to be recouped by imposing an admission/cover charge on those attending the function; or
- liquor is to be sold and/or consumed on the premises.

It is the responsibility of the hirer to arrange for the relevant Limited Licence, a copy of which must be lodged with the College no later than 14 days prior to the function. Limited Licences are available from the Office of the Liquor and Gambling Commissioner, 9th Floor, East Wing Zurich Building, 50 Grenfell Street, Adelaide. The hirer must display the licence at the function.

Security

It may be a requirement for a Security Officer to be present for the duration of your event. This will incur an additional fee, payable by the hirer.

Additional fees will be charged if the building is left unsecured and/or if a security call-out is registered.

Cleaning

Prior to vacating the building, it is the hirer's responsibility to ensure:

- rubbish is placed in internal bins or emptied into external wheelie bins. External wheelie bins are not to be left inside the facility;
- all tables, chairs, kitchen, bench and bar areas to be left clean;
- all tables and chairs to be stacked neatly and against the wall.

Extra Cleaning fees will apply if additional cleaning, as determined by the College, is required due to leftover rubbish or mess, stained carpets, broken glass/dangerous goods, stove/oven/bar area/fridge not clean, counters not wiped and/or excessive cleaning of toilets is required.

Cleaning materials and equipment are not provided.

Decorations

The hirer may affix decorations only to the wall at the places provided. Adhesive tape must not be used on the walls. Decorations must be removed before vacating the premises.

What You Need to Provide

Hirers are advised that it is their responsibility to arrange for the supply of crockery, cutlery, glasses, tea towels, napery/linen and all consumable materials including dish detergent. Hirers must also provide their own cleaning materials and equipment.

Hirers are advised that it is their responsibility to arrange for the supply of power boards and extension cords, should these be required. It is a requirement that any such equipment be appropriately tested and tagged as safe to use.

Noise

The volume of music must be controlled in the interests of the nearby residents and must cease no later than 11.30pm in the case of an evening booking. The volume of music played shall be no greater than that which would conform to the provisions of the Environmental Protection Act 2007. Excessive noise will result in the loss of bond money.

Keys

Keys may be collected on the Thursday or Friday during the week of the function. It is the responsibility of the hirer to ensure any keys are collected during office hours from the College (8.15am – 4.30pm Monday – Friday). A fee will apply if the premises are required to be opened outside the College's normal opening hours. Keys must be returned the first working day after the function, during normal office hours or alternatively placed in the designated out of hours slot at the front of Rostrevor House.

Fire Extinguishers and Exits

Fire extinguishers are provided for use in emergency situations only and are regularly tested and tagged. If any fire extinguisher has been released or tags broken or removed, the hirer will be charged for the cost of refilling, retesting and tagging the units.

Smoking

Smoking is not permitted on College grounds. This is in accordance with School Policy. Fire extinguishers are provided for use in emergency situations only.

Smoke Machines

Smoke machines are not permitted.

Operating Procedures

The hire fee does not include the set up or pack down of seating, tables or equipment . Such work is the responsibility of the hirer.

The hirer shall be entitled to use only that equipment and parts of the property for which application was made and approval granted.

Children are to be supervised at all times.

The College reserves the right to review applications/hiring fees/conditions and to establish any other additional conditions that are deemed to be necessary in the best interest of the operation of the facilities and the security and safety of its occupants/College community. The College will not consider the hiring of College facilities for 18th/21st birthday celebrations or Bucks' (Groom's) or Hens' (Bride's) functions.

It is the Hirer's responsibility to secure the premises before leaving.

All personal belongings and equipment must be removed from the hired area. Equipment from a function may be stored and left on the premises only by prior arrangement.

The College will not accept any liability in regards to any hirer's or function attendees' personal belongings or equipment at any time.

Prior to leaving the premises please ensure all electrical appliances, lighting, air conditioning are switched off. A surcharge may apply for any equipment left on.

Hirers will be required to comply with any other security procedures as specified by the College and as agreed upon by both parties.

Hirers must respect the rights of individuals who may be resident on the grounds or surrounds in terms of behaviour, noise level, etc. There will be a 12:00 midnight curfew enforced during school terms. During school holidays and Boarders' exeat weekends the curfew will be extended to 1:00am.

Special Conditions

The College may at any time impose special conditions on the hirer in addition to the standard Conditions of Hire. In this instance, the hirer shall be notified in writing prior to the function.