MANIFOLD HEIGHTS PRIMARY SCHOOL NO. 4224
Strachan Avenue Manifold Heights Vic 3218.

Phone: 52299643
Fax: 52292997
Email: manifold.heights.ps@edumail.vic.gov.au

SCHEDULE OF MANIFOLD HEIGHTS PRIMARY
MULTI PURPOSE ROOM HIRE CHARGES

MAIN HALL
No smoking anywhere on the school grounds as per Department of Education and Early Childhood guidelines.
Seating – theatre style available if requested.
Toilets included in hire.

Hall Per Hour Hire (clean up after themselves)
Daytime use, Weekend/Holidays (8.00am - 4.00pm) $22.00 GST incl per hour
School days (4.00pm - 6.00pm) $22.00 GST incl per hour
Evening and Night-time use (After hours 6.00pm - 12.00am) $27.50 GST incl per hour

CANTEEN AREA
Basic Charges - Weekdays, Saturday and Sunday Per Hour
9.00am - 5.00pm $27.50 GST incl per hour
5.00pm - Midnight $33.00 GST incl per hour

 ADDITIONAL CHARGES
• Bond - up front (for hall hire - refundable) $200.00 GST free
• Setting up fee (Chairs, etc.) - Flat Rate $22.00 GST incl
MANIFOLD HEIGHTS PRIMARY SCHOOL MULTI PURPOSE ROOM
USER’S GUIDE

KEYS
Keys (including the security key) are to be collected from the General Office, Manifold Heights Primary School during office hours (8.30am - 3.30pm) and must be returned to the General Office by 9 a.m. on the next working day.

ACCESS
Access is limited to the hall, internal toilets (and canteen if negotiated). All other areas are to remain locked and out of bounds unless previously negotiated.

PHONE
No phone available for the hall and canteen.

PARKING
Users are encouraged to use the car parking area in car park in Manifold Street or along Manifold Street.

SECURITY SYSTEM
Users have the responsibility to turn the security system “OFF” before use and “ON” after use.

Should problems arise with the security system, users should contact
Emergency Management Ph 95896266
Principal Marina Keegan 0409512835
Maintenance – Ralph Hatton 0409944178

The front door of the complex must be locked immediately after activating the alarm. Costs incurred through incorrect use of the security system are the responsibility of the user.
Checklist

MULTI PURPOSE ROOM:
☐ De activate security system before use
☐ Stack and tidy all chairs and other furniture. Chair must be stacked in groups of six, along the west wall of the multi purpose room.

CANTEEN:
☐ Clean floors
☐ Wash dishes by hand.
☐ Put away dishes
☐ Remove food scraps from tables, benches and refrigerator.
☐ Wash tables and bench tops
☐ Close all windows and doors

HALL & CANTEEN:
☐ Take all rubbish away from the complex when you leave – dumper located in car park
☐ Turn off lights and fans
☐ Lock doors

HALL ONLY:
☐ Activate Security System when leaving

Displan
Emergency Evacuation Procedures are displayed in each room of the Multi Purpose room complex. Users should become familiar with these procedures.

Emergency Numbers
FIRE 000
POLICE 000
AMBULANCE 000

Comments:
Any further suggestions, comments or concerns. Please give details.

___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
CONDITIONS OF HIRE
MANIFOLD HEIGHTS PRIMARY SCHOOL HALL / CANTEEN

BOOKINGS
All bookings will be approved by the Manifold Heights Primary School Council, Management and Resources Sub-Committee or the school Principal. No food or drink is to be consumed in the hall without prior approval from the Principal or the Management and Resources Sub-Committee.

For casual functions the hirer is required to pay a bond of $200 (cash, credit card or bank cheque accepted) when returning the application form. A deposit of 50% of total hire fee within 7 days of the booking being confirmed is required. Balance of payment is due 7 days prior to the function. Final arrangements must be completed at the General Office at least one full week prior to the date of the function.

Where bookings are cancelled with less than seven (7) days notice being given, the hirer will forfeit half their total fee unless in the event the date in question can be re-hired.

The hirer shall be entitled to use only the part(s) of the building hired.

Applications for use of the facilities must be made to the Principal or Management and Resources Sub-Committee by completing the appropriate form. Hirers must complete the form indicating starting and finishing time of the hire period plus the expected number of people attending. All bookings will be confirmed on receipt of final payment. All permits must be sighted by the Principal or the Management and Resources Sub-Committee before a booking will be confirmed. If the premises are not vacated by the agreed time, the hirer shall pay hourly rates for additional hire. These additional charges may be deducted from the Security Bond.

Permanent bookings are to be made in multiples of half-hourly or hourly blocks. All times booked by one organisation are to be paid for unless a variation is agreed to by the Principal/Management and Resources Sub-Committee or adequate notice of cancellation is given. Permanent users are to pay hire fees at the end of each month. An account will be sent out.

LEGAL REQUIREMENTS AND REGULATIONS
All hirers MUST have Public Liability Insurance of no less than 10 million dollars before a booking can be accepted. Proof of this cover must accompany the application form. Regular hirers, who are affiliated with an association, must show proof of cover and, where applicable, proof of registration with an Association.

Appropriate liquor licenses must be obtained for the sale of liquor on the premises or grounds. No games of chance or raffles (unless a permit has been obtained) may be run without permission.

Functions held anytime on Sundays are subject to provisions of the Sunday Entertainment Act and a permit is required.

School Council members and appointed contact person must have free access to the premises at any time.

The hirer must comply with Public Buildings Regulations, Health Regulations (with regard to public buildings for the prevention of overcrowding, obstruction of gangways, passages, etc.) the requirements of the Trade Practices Act, the Local Government Act and the Council’s By-Laws and any Regulations herein contained and shall be liable for any breaches of such Act or Regulations.

The hirer indemnifies the Principal or Management and Resources Sub-Committee against any claim for breach of Copyright incurred by performances.

The hirer is responsible for orderly conduct and shall make adequate arrangements for its maintenance.

Council reserves the right to refuse to hire the hall to any person, group, etc.

Council reserves the right to terminate any function at any time, for any reason whatsoever.
DISORDERLY BEHAVIOUR
No obscene or insulting language or disorderly behaviour shall be permitted in the buildings or on the property.

DECORATIONS
Decorations may be used with permission and at the discretion of the Principal or Management and Resources Sub-Committee. Decorations and catering equipment must be removed immediately on completion of the function, unless other arrangements have been made with the Principal or Management and Resources Sub-Committee. Use of confetti is not permitted.

CLEANING
On completion of the function, the premises must be left in a clean and tidy condition. The trestles, tables and chairs, etc. must be wiped clean and stacked neatly as per arrangement with the Principal or Management and Resources Sub-Committee. It is the responsibility of the hirer to ensure that all food, bottles, cans, disposable plates, cutlery, cloths, etc., are cleared from the hired facilities. Similarly, any liquid spillage, excess paper, cartons, rubbish, etc., is to be mopped or swept up and removed from all floors. The bond may be retained for extraordinary cleaning when it is deemed necessary by the Principal or Management and Resources Sub-Committee.

DAMAGE, THEFT AND LOSS
In case of loss or damage the appointed contact person must be informed as soon as possible, no later than midday on the next normal working day following the function. The hirer will be charged with the cost of repairs or replacement.

The hirer shall be responsible for any accident, loss, damage or injury sustained by any person(s) using any part of the facilities during hiring of the facilities. Notwithstanding that such injury may arise from or by reason of any defect in the furniture, fittings, and accessories of any kind, or building or otherwise. However, the hirer agrees to indemnity the Principal or Management and Resources Sub-Committee against all claims and demands made or costs or expenses made therein. The Council or its Officials are not responsible for any theft, loss, damage or injury sustained by the hirer. The guest(s) or members of the public and the hirer hereby indemnify the Council against any such occurrence.

The hirer will ensure that no undue damage occurs to floors or any other surfaces.

EQUIPMENT
The equipment in the facility is basically school property and is not for public use unless approval is obtained in writing. Any group which wishes to store its equipment in the Centre must have written permission from the Principal or Management and Resources Sub-Committee. NOTE: Any group leaving its equipment at the Manifold Heights Primary School hall/hired facilities do so entirely at their own risk.

KEYS
Prior arrangement to obtain keys should be made with the Business Manager at Manifold Heights Primary School. A deposit of $15 (GST Free) per key will be payable and refunded on return of keys. Organisations have responsibility for ensuring all internal lights are off and the locking of ALL DOORS at completion of each use. (Note: If a security call out is needed due to the hirer insufficiently locking the hall, hirer will be required to meet the cost of the call out fee.) If key loss results in a need to change locks, the cost will be deducted from the bond.

SMOKING
Smoking is PROHIBITED in all sections of the hired facilities and on all school grounds as per Department of Education and Early Childhood guidelines.

CAR PARKING
Cars must be kept to roadways and not be driven over lawns, paved areas or ovals and must be parked only in the parking areas provided outside the boundaries of the school e.g. in the car park in Manifold Street or along Manifold Street.
SUB-LETTING
Sub-letting is not permitted.

EMERGENCY INFORMATION
All emergency exits shall be left clear at all times. In case of an emergency call:

MRS MARINA KEEGAN phone no. 0409512835

CATERING
All miscellaneous items must be supplied by the hirer e.g. knives, tea towels, can openers, etc. Any such items missing from the kitchen will be deducted from the bond.

All bookings are subject to these and any other conditions which may from time to time be introduced.

Manifold Heights Primary School functions have priority over bookings. Adequate notice will be given to user groups if the school needs use of the facility at any such time.

PLEASE NOTE:
AS MANIFOLD HEIGHTS PRIMARY SCHOOL’S HALL IS LOCATED IN A RESIDENTIAL AREA, IT IS REQUESTED THAT NOISE BE KEPT TO A REASONABLE LEVEL.
MANIFOLD HEIGHTS P.S. HALL AND/ OR CANTEEN FACILITIES

APPLICATION FOR PERMANENT BOOKING

Name of Group: ________________________________________________
Address: ______________________________________________________
Contact Person: ________________________________________________
Address: ______________________________________________________
Phone: (Home) ______________________________ (Work) __________________

FACILITY
Hall ______ Canteen ______ Both ______

Date Required: Starting Date ______ Finishing Date ______

Day(s) of the week required: _______________________________________

Time(s) required: _________________________________________________

Required during school holidays: YES / NO

PUBLIC LIABILITY INSURANCE COVER:

Name of Insurance Company: ............................................................
Policy No……………………………………………………………………

Please attach a copy of your current Public Liability Insurance Policy with your application for hire. Thank you.

DECLARATION: I, on behalf of the above organisation, undertake to pay the charges levied by the Management and Resources Sub-Committee in connection with the use of the facility mentioned above. I agree to leave all areas used in a fit state of cleanliness and tidiness. I have read, accept and agree to abide by all the ‘Conditions of Use’ attached hereto.

Signed: ___________________________ Date: _______________________

Fees are to be paid to the Manifold Heights Primary School Office during office hours 8.30 p.m. to 4.00 p.m. Please make cheques payable to: Manifold Heights Primary School.
If you require an invoice prior to payment please contact the Business Manager, Manifold Heights Primary School on phone no. 52299643.

OFFICE USE ONLY:

APPROVED: .................................................................
DATE: ..................................................
MANIFOLD HEIGHTS P.S. HALL AND/ OR CANTEEN FACILITIES

APPLICATION FOR HALL HIRE

I/We (Name of Group) _______________________________________________________

Affiliation (if appropriate) _______________________________________________

Address: __________________________________________________________________

Contact Person: __________________________________________________________

Address: __________________________________________________________________

Phone: (Home) ___________________________ (Work) __________________________

APPLY TO HIRE:

ENTIRE COMPLEX [ ] PA SYSTEM [ ] MPR ONLY [ ] CANTEEN ONLY [ ]

SINGLE HIRING:

Date: ................................................................. Times: .................................................................

Reason for hiring: ...........................................................................................................................

MULTIPLE HIRING

Dates required: (Inclusive)

Jan.................................................. Feb..................................................

Mar.................................................. Apr..................................................

May.................................................. June............................................

July............................................... Aug............................................... 

Sept................................................ Oct................................................

Nov................................................ Dec..............................................

Times required: (Inclusive)

Mon............................................... Tues.............................................

Wed............................................... Thurs........................................

Fri............................................... Sat.................................................

Sun............................................... 

PUBLIC LIABILITY INSURANCE COVER:

Name of Insurance Company: …..................................................................................

Policy No………………………………………………

Please attach a copy of your current Public Liability Insurance Policy with your application for hire. Thankyou.
DECLARATION: I, on behalf of the above organisation, undertake to pay the charges levied by the Management and Resources Sub-Committee in connection with the use of the facility selected above. I agree to leave all areas used in a fit state of cleanliness and tidiness. I have read, accept and agree to abide by all the ‘Conditions of Use’ attached hereto.

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OFFICE USE ONLY:

APPROVED: .......................................................... DATE: ........................................................