

St Martins School Hall Hire agreement

This Memorandum of Understanding is between **St Martins School** and

for the **hire of the St Martins School hall** on the following days/times:

Hire Fees:

- \$35 per/hr (hall hire hours are between 7am-8.30pm/Monday-Sunday where available)
- Optional additional \$15 per/hr for use of the school chairs and trestle tables.

The total hire fee is: _____

Payments to be made via our school bank account:

ASB

St Martins School

12-3240-0111723-00

Reference: your name/Hall hire

This hall hire agreement covers the above conditions of hire and the 'Responsibilities of hire list' and is signed in goodwill between the following parties and can be re-negotiated by either party by written request and mutual agreement.

(on behalf of) St Martins School	Hirer
Name:	Name:
Position:	Position:
email:	email:
Ph:	Ph:
Signature:	Signature:
Date:	Date:

Responsibilities of Hire

Security & use

- Alarm system and access codes will be provided to the designated person prior to hire.
- The hall keys are located in a lockbox by the front door.
- Loss of the key will incur a \$50.00 charge.
- Only designated persons (listed above) must be permitted to use the key and know the alarm code.
- Any damage must be reported to the school immediately & may incur a repair fee.
- The school has priority use of the venue if this is required.

Cleaning

- Ensure toilets are left in a tidy/clean state
- Sweep floors if needed
- Kitchen benches wiped down and kitchen left in a tidy state
- All food scraps removed
- All rubbish disposed of into the skip
- All recycling to go in the yellow CCC recycling bins behind the shed at the western end of the hall

Chairs and Tables

- To protect the recently varnished hall floor from marks and scrapes please lift and place chairs & tables when moving them – do not drag please.
- Please ensure chairs are in stacks of 10 & Trestle tables in stacks of 2 on leaving

Heating

- The heat pumps are set to Auto On & Off – please do not adjust heat controls

Sound System/projector

- Please enquire if you wish to have use of the sound system prior to the day.

Checklist before you leave:

- All windows are closed
- Hall/kitchen is clean & tidy
- Lights & appliances are turned off
- Doors are all locked
- Hall is alarmed on departure