



DELACOMBE STADIUM HIRE

Terms and Conditions



110-120 Greenhalghs Road, Delacombe

PO Box 205R, Redan, VIC 3350

Phone: 5335 6103

delacombe.ps@edumail.vic.gov.au

Website: www.delacombeps.vic.edu.au

ABN 64 016 340 037

Enquiries

Contact:

Facilities Bookings Business Manager

Mrs Tania Mckay

Telephone: 03 53356103

Email: delacombe.ps@education.vic.gov.au

Bookings

Bookings are to be made through the Facilities Bookings Business Manager. The Facilities Manager Phil Mc Grath is available to discuss any technical requirements. Please ring the school to make an appointment with the Facilities Bookings Business Manager at least two weeks prior to hire date.

The booking is not considered finalised until the School Council Hire Agreement has been returned and the bond has been paid. **Hirers cannot advertise an event until after the booking is confirmed by the Facilities Booking Business Manager.**

School Council Hire Agreements must be approved by Delacombe PS School Council.

Delacombe Stadium Hire Charges as per fee schedule

Cleaning

Cleaning is the responsibility of the Hirer and the facility must be left in the condition it is found.

It is the responsibility of the Hirer to ensure the area is left clean. At the discretion of the school, if any areas are left in an unsatisfactory state, an additional cleaning charge will apply and be payable by the Hirer.

No food or beverages are to be consumed in the Gym (Water excepted)

Emergency Management

Evacuation will be visible next to doors

It is the responsibility of the Hirer to familiarise themselves with evacuation procedures.

In the case of an emergency, please ring '000'.

Public Liability Insurance

That this has been provided to the school and is current.

Entry & Exit

Entry to the Delacombe Stadium will be by key and security fobs. The key and fobs can be collected on the day of hire, or in the case of weekend hire, on the preceding Friday. Key and fobs are to be placed in the "safe key drop" on the left hand side of the main entrance.

At Delacombe PS we take security very seriously. The key and fobs are to be used by the Hirer only. Fobs will only be activated during the hire period. Loss of the key and fob will incur a replacement fee.

Hirers are only to access the specific area of the hire. Entry into other areas will activate the alarm system and may incur a call out cost from Sectrol Security.

Security Alarms must be re-engaged when leaving, and all doors to building secured. A penalty cost will be charges if the buildings are left unsecured or unalarmed.

Ticketing

It is up to the Hirer to arrange their own ticketing. We suggest you use trybooking.com Trybooking is an online booking system used by event organisers.

Trybooking: telephone: (03) 9012 3460 or email info@trybooking.com

CCTV

CCTV is in use in public spaces.

Smoking

All Victorian Government Schools are smoke free zones at all times. It is an offence to smoke within 4 metres of the perimeter of the school.

Heating

Please advise the school if you require heaters to be left on during the hire period.

Payment

1. Bond payment is required on booking.
2. 50% of payment is required 21 days before booking
3. Payment in full is expected 2 day prior to booking

Bond (If applicable)

A \$250 bond is required from each Hirer to confirm your booking. Please note this may be forfeited for breaches of hiring as set out in conditions on the Hire Agreement form.

First Aid

First Aid consumables are the responsibility of the Hirer.

Damage

The Hirer is responsible for payment for any damage.

Use of school logo/Name

The school name can only be used with the permission of the Delacombe PS School Council.

I understand the terms and conditions and agree to follow them:

Signed: _____ Date : _____

Name: _____