



## Application for Venue Hire - 2021

This Agreement is made between **GEELONG HIGH SCHOOL** (hereafter referred to as *the School Council*)  
**and** ..... (hereafter referred to as *the Hirer*).

**VENUE TO BE HIRED (please circle):**

Shenton Theatre      CA Love Hall      Gym      Dance Studio      Classrooms

Subject to the terms of this Hire Agreement, the School Council grants permission to the Hirer to use the venue as follows:

**From:** ..... am/pm on ...../...../..... **To:** ..... am/pm on ...../...../.....

The Hirer agrees to pay the School Council **\$xxx** (incl. GST) for the use (hire) of the venue, at the rates as stipulated in the Schedule of Fees.

The Hirer agrees to pay the School Council **\$xxx** as the Bond.

**AUDIO VISUAL OPTIONS:**

Please note the Shenton Theatre and the CA Love Hall allows for access to specific Audio Visual Equipment, and Shenton Theatre has stage lighting.

The use of Audio Visual and lighting equipment requires specific expertise. Where used, the Hirer will return the Audio Visual and lighting equipment setup to pre-hire condition. Where this is not carried out, and the Geelong High School is required to rectify, an additional Audio Visual maintenance fee of \$100 will be charged.

Please indicate in this application whether:

1. You require the use of the Audio Visual & lighting Equipment? **Yes / No**
2. If yes, will you be using the AV and lighting equipment yourself, or do you require assistance of a staff member of Geelong High School? **Yes / No - require assistance from GHS**

<p><b>ORGANISATION REPRESENTED BY HIRER:</b> .....</p> <p>ABN: .....</p> <p>Address: .....</p> <p>Telephone (Bus): ..... Telephone (mob): .....</p> <p>Email: .....</p> <p>PERSON MAKING APPLICATION (Mr. / Mrs. / Ms) .....</p> <p>Position within Hiring Organisation: .....</p> <p>Your Accounts Contact: .....</p> <p>Telephone (mob): .....Email: .....</p>
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## **VENUE HIRE AGREEMENT CONDITIONS**

The hirer together with members of the group now and from time to time agrees –

### **1. Booking**

- 1.1. Applications for hiring of the facilities available at Geelong High School will be made on this Application Form together with the following Hire Agreement, as supplied by the Administration Office of Geelong High School.
- 1.2. The School Council may require the hirer at any time to supply a detailed written description of all activities to be conducted on the premises during the period of hire.
- 1.3. The booking will not be considered effective by the School Council until:
  - 1.3.1. the specified deposit, when applicable, is received by the School Council; and
  - 1.3.2. the specified Bond, when applicable, is received by the School Council; and
  - 1.3.3. the Hirer has provided evidence of their Public Liability Insurance, per Clause 4; and
  - 1.3.4. the Hirer has received written confirmation of the booking from the School Council.
- 1.4. The School Council reserves the right to make alterations to any booking made by the Hirer, including full cancellation, by giving written notice at least one month prior to the intended venue hire start date, and provided that the venue is required by the School Council for an approved School event or activity.
- 1.5. In the event of cancellation by the School Council, every effort will be made to secure another date for the Hirer, or provide an alternative venue within the School. If this cannot be achieved, a full refund of any monies paid will be provided to the Hirer.

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### **2. Charges and deposits and Bond**

- 2.1. The charges payable by the hirer shall be those set by the School Council from time to time and will be those in force at the time of the hirer's use of premises.
- 2.2. The hirer shall pay to the School Council such deposit, and at such time, as the School Council specifies.
- 2.3. The hirer shall pay to the School Council such Bond, and at such time, as the School Council specifies.
- 2.4. The Bond is provided by the hirer as security for the performance of your obligations under this Agreement and for the use of the venue. Any breach of these obligations, specifically in relation to clauses 5, 8, 9 and 10, or more generally any other clause that requires additional rectification work to be performed by the School Council, will have the cost forfeited from the bond monies. Any additional cost over the value of the Bond shall be further charged to the Hirer.
- 2.5. The hirer shall pay the balance of charges within 7 days of the invoice being issued.

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### **3. Cancellation by the Hirer**

- 3.1. Where notice of cancellation is given by the hirer to the School Council not less than three calendar months before the time for which the premises are booked, such notice must be given in writing and any deposit paid by the hirer shall be refunded by the School Council.
- 3.2. Where notice of cancellation is given less than three calendar months before the time for which the premises are booked, any deposit paid by the hirer shall be considered by the School Council to be forfeited.

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### **4. Insurance**

- 4.1. The hirer shall indemnify and keep indemnified the School Council against all losses, expenses, liabilities, claims and damages incurred as a result of or arising out of the hiring of the premises caused by any act or omission of the hirer, its servants, agents, or invitees.
  - 4.2. The hirer will obtain and keep current public liability insurance cover to an amount of not less than \$20,000,000 for each occurrence.
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## 5. Publicity

5.1. The hirer shall not issue any advance publicity to the use of the premises before receipt of written confirmation of the hiring by the School Council as referred to in Clause 1.3.2 of these conditions of hire.

5.2. The hirer shall not make any statement in any advertisement which directly or indirectly falsely implies that the use for which the premises are hired is conducted or promoted by the School Council.

5.3. The hirer shall not display any poster or advertisement in any part of the premises or grounds of the school without prior approval from the School Council. Please refer to the Schedule of Charges for the Billboard Advertising Rate fee.

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## 6. Observance of Laws

6.1. The hirer shall comply with the provisions of the By-laws, and with the provisions of all Acts and Regulations applicable to the hirer. and any Regulations made thereunder and shall indemnify and keep indemnified the School Council against all losses, expenses, liabilities, claims and damages incurred as a result of the hirer's breach of any such Act, By-law, Statutes or Regulations.

6.2. The hirer shall comply with the Copyright Act with respect to the recording and/or broadcasting of any activities which take place in a venue managed by the School Council or which is booked through the Administration Office of Geelong High School.

6.3. The hirer shall indemnify and keep indemnified the School Council against all losses, expenses, liabilities, claims and damages incurred by the School Council for infringement of copyright arising from the hirer's use of the premises. The School Council is under no obligation to ensure, prior to the use of the premises, that the activity for which the premises are hired does not infringe copyright.

6.4. The hirer shall not admit patrons to the premises in excess of the number of seats available.

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## 7. Good order

7.1. The hirer shall be responsible for the maintenance of good order in and around the premises during the period for which the premises are hired.

7.2. The hirer shall comply with any instruction by any staff member of Geelong High School or member of the School Council to the maintenance of good order and compliance with these conditions in and around the premises.

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## 8. Staff

8.1. The hirer is responsible for employing any staff such front of house and back-stage staff and security as the hirer deems necessary.

8.2. The hirer is responsible for employing their own Audio Visual (AV) Technicians; however if needed the School Council can provide an AV Technician at the fee specified in the Schedule of Charges.

8.3. No dismantling of scenery or lighting shall be carried out by the hirer except in the presence of a member of the staff of Geelong High School who is authorised to supervise such activities.

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## 9. Alterations to seating, stage settings, lighting and AV sound equipment

9.1. Any alterations of the normal seating or stage setting of any premises shall be made only with the *written* consent of the School Council and at the hirer's expense. At the conclusion of the hire period the theatre should be left in its original state, finish and layout.

9.2. Any alterations of the light and sound settings in Shenton Theatre or C.A. Love Hall must be returned to their original state. Where this is not carried out, an Audio Visual maintenance fee of \$100 will be charged.

9.3. Any proposed alterations should not impact on the safety of the patrons and performers nor should it impact the conditions of the Certificate of Occupancy.

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## 10. Damage to premises and equipment

10.1. The hirer shall be responsible for leaving the premises clean and tidy at the conclusion of the hiring and the School Council may carry out at the expense of the hirer such cleaning or other work as may be required to restore the premises to a satisfactory condition.



10.2. Excepting fair wear and tear, the hirer shall be liable to the School Council for any damage to premises, or any damage or loss of fittings, equipment, furniture, carpets or other property therein, which occurs during the period of the hiring.

**11. Liquor and refreshments**

11.1. The hirer shall not bring or sell any liquor, beverage, food or refreshments on any part of the premises hired unless specifically approved by the Geelong High School Business Manager or an authorised officer nominated by her/him and the appropriate Liquor License is presented to the Business Manager.

**12. Retention of monies**

12.1. The School Council may retain any monies paid by the hirer, or received by the School Council on behalf of the hirer, until the hirer has paid to the School Council all sums due from the hirer to the School Council.

**13. Disputes**

12.1. Any dispute between the hirer and the School Council arising from or in relation to any hiring of premises or from the terms of the Conditions of Hire shall be submitted to arbitration by a person appointed by the School Council President and the decision of the arbitrator shall be binding on the hirer and the school.

**14. Application of the conditions of hire**

13.1. The School Council reserves the right to amend or delete any of the conditions of hire as outlined above or to add extra conditions provided that the hirer is notified prior to confirmation of the booking of any changes made to the conditions. The applications of the various conditions may therefore vary from hirer-to-hirer as the School Council in its sole opinion considers necessary.

**15. Ticketing**

14.1 It is the responsibility of the hirer to manage their own ticketing processes.

**16. Security Breach**

15.1 The Hirer agrees to pay to the School Council the cost of any Security breach which may cause the alarm to activate a call out by the Department of Education and Training Victoria.

**17. Cleaning**

17.1 Please refer to attached addendum regarding cleaning.

<p><b>KEYS</b></p>	<p>The Hirer, referred to above, is to be responsible at all times for the keys to Geelong High School facilities during the duration of the hire.</p> <p>If the keys are <u>not</u> returned by the due date after the booking, a fine of \$500.00 will be imposed.</p>	<p><b>KEYS TO BE COLLECTED:</b></p> <p><b>KEYS TO BE RETURNED:</b></p> <p>Contact: <b>David Board 0497 342 241</b></p>
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.....  
**Signed on behalf of the Geelong High School Council**  
(I have received a copy of the insurance information required)

.....  
**Date**

.....  
**Signed For the Hirer**

.....  
**Date**

.....  
**Please print full name**



## Schedule of Charges

**HIRE RATES** (all rates are inclusive of GST, except the Bond unless forfeited or part withheld).

**Classrooms:** \$20 p/hour

**Gym:** \$30 p/hour

**Dance Studio:** \$50 p/hour

**C.A. Love Hall:** \$50 p/hour OR \$300 Daily Hire rate

- Includes use of lighting, AV equipment, heating and cooling, and a standard clean after the final performance (Additional cleaning can be provided during show run if required - \$30 p/clean).
- If hiring the venue over multiple days, covering all rehearsals and final performance, the Per Hour rate applies to each rehearsal occasion (assuming rehearsal is for less than 6 hours). Whereas the Daily Hire rate for final performance allows for full set up, final rehearsal, performance night, and pack up times.

**Shenton Theatre:** \$50 p/hour OR \$300 Daily Hire rate

- Includes use of full stage lighting, AV equipment, heating and cooling, and a standard clean after the final performance (Additional cleaning can be provided during show run if required - \$30 p/clean).
- If hiring the venue over multiple days, covering all rehearsals and final performance, the Per Hour rate applies to each rehearsal occasion (assuming rehearsal is for less than 6 hours). Whereas the Daily Hire rate for final performance allows for full set up, final rehearsal, performance night, and pack up times.

**Theatre Holding Rate:** \$50 p/week

- Allowance for entry to set up equipment and sets including the leaving of sets and equipment on site. (This is to be done in a manner in which normal school use can continue. During these time other hirers will not have access to the theatre.)

**Billboard Advertising Rate:** \$50 p/week

- Charged if using the Shenton Theatre billboard for your advertising. Please note, Geelong High School will not produce your billboard

**Audio Visual Technician:** \$50 p/hour

- Geelong High School can provide an approved technician on request.

**Audio Visual Maintenance Fee:** \$100

- Charged when AV Equipment is not returned to original settings

**C.A. Love Hall and Shenton Theatre Bond:** \$300

**C.A. Love Hall and Shenton Theatre Deposit:** 25% of total hire fee



## Addendum 1.

### COVIDSafe Plan

#### 1. Ensure physical distancing

**Requirements: You must ensure workers and visitors are 1.5m apart as much as possible. This can be done by –**

- Displaying signs to show patron limits at the entrance of enclosed areas where limits apply. These will be supplied by the school
- Manage the entry and exit of patrons to maximise social distancing.
- Limits apply to the entry and sitting area as guided by the signs.
- Use barriers at the entrance to ensure a single line of patrons to allow for social distancing on entry and exit of the venue.
- On exiting use all 4 exit doors and direct patrons to these by using covid safe marshals.

#### 2. Practise good hygiene

**Requirements: You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as doorknobs and telephones.**

- Geelong High School will ensure that the venue is cleaned prior to the hire and on completion of the hire including bathrooms.
- Hand sanitiser will be provided at entrances for patron and performer use by Geelong high School.
- Soap and paper towel will be provided in the bathrooms by Geelong High school.

#### 3. Keep records and act quickly if workers become unwell

- In the event of a confirmed case of Covid-19 having attended the Theatre, notify Geelong High School and DHHS immediately
- All patrons and performers must sign in on the Record of Attendance sheet and this needs to be returned to Geelong High School following the performance.
- Any performers or patrons with flu-like symptoms should be excluded from the theatre and advised to seek immediate testing.
- Immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with coronavirus (COVID-19) at Geelong High School.
- For closure and re-opening refer to the Geelong High School Covid Safe Plan

#### 4. Avoid interactions in enclosed spaces

**Requirements: You should reduce the amount of time patrons and performers are spending in enclosed spaces. This should include –**

- Have patrons enter the theatre just prior to the commencement of the performance. In the mean time they should wait outdoors.
- Any breaks in the performance requiring some time should allow patrons to exit outside.
- Enhancing airflow by opening windows and doors
- Optimising fresh air flow in air conditioning systems by ensuring that the fresh air vent remains open.