



**Inspiring and challenging adventurers, creators and thinkers.**

## APPLICATION FOR THE HIRE OF PEGASUS BAY SCHOOL FACILITIES

### YOUR CONTACT DETAILS:

Contact name: \_\_\_\_\_

Company name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

### YOUR BOOKING DETAILS: Space requested (cross out as applicable):

**RAY WHITE GYM**

**STUDENT COMMON**

Date required: \_\_\_\_\_

### Frequency:

**One off hire**

**Regular**

**Continues in School holidays? YES / NO**

(Cross out as applicable, if regular, give details – day, weekly, monthly etc.)

(cross out as applicable)

Start time: \_\_\_\_\_

Finish time: \_\_\_\_\_

Expected number of people: \_\_\_\_\_

Purpose of booking: \_\_\_\_\_

Name & contact details of the person in charge \_\_\_\_\_

at your event. (include contact phone and email): \_\_\_\_\_

**Have you read and understood all of the Conditions of Hire? YES / NO**

Pegasus Bay account number:

Your account number (for bond refunds):

12 3616 0031685 00

Reference the payment with **BOND** and the date of your hire

Print your name

Signature

### Please note:

- All bookings will be considered tentative until the bond has been received into the School bank account.
- Tentative bookings will be kept for seven days; any unconfirmed bookings after this time will be removed from our system. *No keys will be handed over for unconfirmed or tentative bookings.*
- Cancellations of confirmed bookings require 7 days written notice prior to the event, for a full refund.

### FOR SCHOOL OFFICE USE:

Bond received? \_\_\_\_\_

Hire fee: \_\_\_\_\_

Booking confirmed? \_\_\_\_\_

Keys signed out by (staff) : \_\_\_\_\_

Keys signed back by (staff): \_\_\_\_\_

## CONDITIONS OF HIRE

### Booking:

1. Bookings will only be accepted on a term-by-term basis. Booking requests for regular time slots will be reviewed at the start of each term and confirmed once the Term Planner in week 1 of each term.
2. All enquiries should be made through Reception during School hours (9am – 3pm), term time only.
3. This form must be signed by a person 21 years of age or over, and returned to Reception at least **7 days before hire**.
4. Pegasus Bay School will have priority at all times. Every effort will be made to give reasonable notice of any change to regular bookings and to assist with alternative arrangements if possible.
5. Both parties (the School and the Hirer) are to give four weeks notice when terminating a regular hire for any reason other than breach of these conditions or changes required due to the points above.

### Bond:

1. A refundable bond is required prior to confirmation of all bookings.
2. Bonds will be refunded on confirmation that the space booked has been left in the same condition as the Hirer found it. Deduction from the bond will occur if:
  - Venue equipment or fittings are damaged.
  - Extra cleaning is required.
  - You enter or remain in the venue outside the booked period.
  - The keys to the venue are not returned within the stated time.
  - Rubbish is left inside or outside of the venue.
  - An alarm call out.
  - Any other breach of these conditions has occurred, resulting in call out charges or costs to the School.

### Keys and access:

1. Payment in full for the hire period is required prior to keys being issued for one off bookings and one week in advance for regular bookings.
2. Keys will be issued and signed out by the Hirer from Reception during School hours on the last school day before the hire. Subject to item 1 above.
3. Keys must be returned to Reception and signed back in by the Hirer before 10am on the next School day after the hire for one off bookings.
4. A staff member will instruct you on the alarm system and give any further information as required.
5. The Hirer may not enter the space until the agreed hire times, and must be out by the end of hire.
6. The booking period must include set up and cleaning of the venue.
7. A School staff member will walk through prior to and after use. Hirers will be informed within 24 hours should any damage be noted.
8. A \$150 call out fee will be charged to the Hirer if a staff member is called out for any reason.
9. Any Pegasus Bay staff member or Pegasus Bay Board of Trustees member shall have the right of access to all parts of the premises at all times for the purpose of inspection only.
10. Hirers should be aware that the School is protected by CCTV camera's, and these can be accessed remotely by school management at any time.

### Facilities:

1. The Hirer is entitled to use the Gym and / or Student Common as per the hire form above.
2. The atrium is a common area, and may be used by the Hirer of either space.
3. Toilets for the use by the Hirer are located next to the Gym.
4. All other School buildings and facilities are **strictly off limits** to the Hirer.
5. All furniture must be returned to its original position at the end of your event.
6. Ensuring lights, heaters and power switches are turned off are the Hirers responsibility.
7. The Hirer is responsible for ensuring that our facilities are used responsibly and for leaving it in a clean and tidy condition

**Prohibited:**

1. The School and all of the grounds are a smoke free zone – NO SMOKING IS PERMITTED.
2. No alcohol is permitted at any time.
3. No chewing gum in the venue or School grounds.
4. No stiletto heels.
5. No use of confetti or glitter.
6. No decoration or scenery may be attached to or hung from the venue without prior written permission from Pegasus Bay School Board of Trustees.
7. Staples, tacks, nails or other devices damaging to the surfaces must not be used in the erection of displays or decorations.
8. Any existing School displays must not be interfered with. If damage occurs the Hirer will be liable.
9. No open fires, smoke machines, naked flame barbeques or spits are to be used inside the venue as this will result in the fire alarm being activated.
10. If an alarm is set off by the Hirer, a charge will be incurred.

**Parking:**

1. Parking of cars must only be on hard surfaces, and only in approved parking areas.
2. The parking areas adjacent to the gym are for staff and services only, and may be required by services at any time. Therefore, these areas cannot be used for public parking between 7:30am and 6pm during term time.
3. Hirers should note that Taramakau Lane is a private lane and **must not be used** for access at any time.

**Noise:**

1. Noise from amplifiers and loudspeakers must be kept to a moderate level at all times. Failure to comply with this condition may result in the early closure of your function and a significant fine.

**Security:**

1. Unauthorised people are not allowed in the School buildings at any time.
2. Alarms being set are the responsibility of the Hirer. **Alarm code for this event is:** \_\_\_\_\_
3. Any call out charge from the security company as a result of the Hirer will be the responsibility of the Hirer.
4. Opening and locking up is the responsibility of the Hirer.
5. The Hirer is responsible for ensuring all windows and doors are secured.

**Health and Safety:**

1. The Hirer must familiarise with, and check all exit routes to ensure they are clear of obstructions.
2. The Hirer must make necessary provisions to ensure that disabled persons can be evacuated.

**Damage:**

1. The Hirer is obliged to notify the School via email and when returning the keys if any damage occurs.
2. Minor damage will be the responsibility of the Hirer and must be repaired and paid for within 30 days.
3. If major damage occurs requiring an insurance claim, the Schools insurance company will pay for it to be fixed, and will then pursue the Hirer for 100% of the costs.
4. Hirers will be liable should damage occur to the floor.

**Cleaning:**

1. Cleaning of all areas hired is the responsibility of the Hirer, and must be cleaned to a high standard.
2. Cleaning equipment is kept in the cupboard in the Student Common for use in this area. Any additional equipment or supplies are the responsibility of the Hirer. The Hirer must supply their own cleaning equipment (including vacuum cleaner) for the gym.
3. Cleaning charges will apply if it is necessary to clean up after your event, and must be paid within 30 days.
4. Removing all rubbish from the School premises immediately after the event is the Hirers responsibility.

**Breach of conditions:**

- Any breach of these conditions may result in: Forfeit of all or part of the bond, closure of the function, refusal to accept future bookings or extra charges being incurred by the Hirer.