

THE DENISON CENTRE- CONDITIONS OF HIRE



Failure to comply with these Conditions of Hire could result in the forfeiture of part, or all, of Hirer bond

Bookings and Payments

Responsibilities

- Hirers are responsible for the behaviour and actions of all guests and visitors within the premises and grounds of The Denison Centre (**Centre**).
- Children under the age of 18 years must be supervised at all times by a responsible adult.
- Hirers are responsible for providing their own security arrangements for their function.
- In common with all DECD properties, smoking is strictly prohibited within the building.

Security Bond

- The bond will be refunded by cheque made out in the name of Hirer only – as stated on the Hire Agreement and will be refunded within 21 days of the keys being returned to the Centre.
- The responsibility is on the Hirer to leave the premises as they were found. Legal steps may be taken to cover the additional damage or cleaning beyond the cost of the bond.
- Any complaints made by the Hirer must be forwarded in writing to Mawson Lakes School within 14 days of the hire date or within 14 days of the bond refund.

Deposit

- \$100 deposit as in Hire Agreement

Alcohol/Smoking

- The use, consumption or possession of illicit drugs and cigarettes on the premises is strictly prohibited at all times, including the centre car park.
- If users are consuming alcohol, the hirer will need to apply for a licence from the Office of the Liquor and Gambling Commissioner (131 882 or www.cbs.sa.gov.au).
- The Centre car park is considered a public place and therefore the consumption of alcohol is not permitted outside the venue, including the centre car park.

Cleaning

- The premises need to be left in a tidy manner with **all rubbish removed from the site**. If a cleaner is required, the cost of the cleaner will be deducted from hirers bond, (2 hour minimum). Cleaning products and items which can be found in the kitchen can be used.

Kitchen

- **Cooking Oil/Fats:** Cooking oil/fats are to be disposed into a plastic container, wiped up with absorbent paper, and then placed into your green waste.
- **Roller Door:** keys for the roller doors are kept inside the top draw in kitchen, please make sure all surfaces are cleaned, all dishes put away, unstack dishwasher and left empty. All food removed and fridge left clean.

Time Limit

- Daily Booking times are 9:00am - 4pm or 5pm -12 midnight or 8am - 12pm or 12:30pm - 4:30pm.
- Hirers using the facility have 15 minutes before and after the time of booking to allow for set up and 15 minutes after the booking to pack up.

Keys

- If hiring on a weekend, the keys can be collected at the front office of the school on the Friday before at 3:00pm. Keys must be returned to the Mawson Lakes School office on the next business working day after hire.
- The hirer will be held responsible for all keys and security instructions issued for access to the facilities.

Cancellation of Hire Agreement – Penalties:

Less than 28 days' notice of cancellation, 100% of deposit will be forfeited

More than 28 days' notice either party may terminate with written notice

Safety

- Fire exits must remain clear at all times.
- Smoke machines are not permitted within the building. Smoke machines activate the fire alarms, which connects automatically to the SA Metropolitan Fire Service resulting in a false callout.
- The premises are in a residential area, so noise levels must be kept to a minimum. Any complaints from local residents to the Management Committee concerning the excessive or loud music or noise, may affect the bond refund.
- All personal belongings must be removed on the night of hire, unless prior arrangements are made. The Owner will accept no responsibility for the safety of items left overnight.
- The Owner reserves the right to enter and remain on the premises at anytime.
- The Owner reserves the right to register your event with SAPOL (South Australian Police).

Furniture and Decorations

- **Trestles and Chairs:** Please ensure that all furniture is moved, opened and closed correctly and safely. They are placed back into their designated area.
- **Mobara Room:** when finished, stack chairs up against foyer window, **Maximum 10 high**
- All decorations must be removed prior to leaving.
- Helium balloons, confetti, rice or rose petals are not to be used inside the building or on the main exterior walkways. **NO sticky tape/masking tape to be used on walls.**

Penalties

- Penalty fees will be deducted from Hirers bond to cover the cost of any damage to the equipment or Centre or to cover any cost incurred by the Owner during the hire period. Fees may also be imposed for failing to comply with the conditions stated within these Conditions of Hire.
- Examples of penalties that may be incurred include (but are not limited to):

- Damage to equipment/furniture or fittings	Cost of replacement/ repair
- Police called to premises	Fee: \$100.00
- Fire Department called to premises (false alarm)	Fee: \$250.00
- Booking Officer callout	Fee: \$250.00
- Security Alarm not installed or any false alarm	Fee: \$100.00
- Extra cleaning	Fee: \$50.00 per hour
- Any lights/air conditioner left on	Fee: \$20.00 per item
- Keys not returned	Fee: \$25.00 each day late
- Doors/windows not secured	Fee: \$100.00 per item
Plus cost of repairs caused by intruders	

Closing up Checklist:

Please ensure that the following has been completed prior to vacating the premises. Failure to do so WILL result in a penalty fee being applied:

- ALL lights including toilet lights are turned off except ones on timers
- ALL heating / air conditioning is turned off
- ALL tables and chairs are cleaned and returned where they were found
- ALL hard floors are swept and spills cleaned
- Rubbish is removed
- ALL decorations and personal items are removed
- ALL windows and doors are closed and secured
- Security system is activated

PLEASE NOTE: Exterior security lights are controlled by timer and CANNOT be turned on/off

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