



THE
GEELONG
COLLEGE
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APPLICATION FORM FOR HIRE OF FACILITIES - 2017

| | | |
|-----------------------|-------|--------|
| Name of Organisation: | | |
| ABN: | | |
| Contact Person: | | |
| Address: | | |
| Phone: | (Mob) | (Work) |
| Date(s) required: | From: | To: |
| Time required: | From: | To: |

| FACILITIES REQUIRED (Please Tick) | COST (Refer to Fee Schedule) |
|---|---------------------------------|
| Boarding Houses: Mackie <input type="checkbox"/> Mossgiel <input type="checkbox"/> | \$ |
| Boat Shed | \$ |
| Chapel | \$ |
| Ovals (Main/Mackie/Junior School) | \$ |
| Classrooms | \$ |
| Keith Humble Centre: George Logie-Smith <input type="checkbox"/> Costa Theatre <input type="checkbox"/> | \$ |
| Austin Gray Centre: Auditorium <input type="checkbox"/> Arts Studio <input type="checkbox"/> | \$ |
| Morrison Hall | \$ |
| Dining Hall: Public Liability Certificate attached <input type="checkbox"/> | \$ |
| Rankin Field (Tennis-Summer & Hockey-Winter) | \$ |
| Rolland Centre (Aerobics Room/Court x 1/Weights Room) | \$ |
| Mercer Parade Tennis Courts (Tennis-summer & Netball-winter) | \$ |
| Robertson Hall | \$ |
| Middle School Gymnasium – 1 court <input type="checkbox"/> 2 x courts <input type="checkbox"/> | \$ |
| Middle School Arts Centre | \$ |
| Multi-purpose Building – limited availability | \$ |
| Junior School Library – Community Room | \$ |

SHAPING THE FUTURE

The Geelong College
PO Box 5, Geelong Victoria 3220
ABN: 22 005 988 205 CRICOS: 0412G

Senior School
Talbot St Newtown
T (03) 5226 3111

Middle School
Aberdeen St Newtown
T (03) 5226 8444

Junior School
Minerva Rd Newtown
T (03) 5226 8433

www.geelongcollege.vic.edu.au

2017 HIRE FEE SCHEDULE

| BOARDING HOUSE ACCOMMODATION | |
|---|--|
| <ul style="list-style-type: none"> • Only available during school holidays • Mattress protector & pillow provided • Quote for breakfast, lunch and/or dinner can be organised upon request. A sliding scale may be applied eg.50 – 100 people etc. | |
| Mossgiel (56 beds) Mackie (55 beds) | \$ 40 per person/night |
| FUNCTION SPACES | |
| Boatshed (105 people) | \$200 fee for use |
| Chapel - Collegiate Church (220 seated, 30 pews) | \$275 fee for use of Chapel \$150 fee for College Organist |
| Cloisters – outdoor space (224 seated, 375 standing) | \$275 fee for use |
| Dining Hall (Capacity is dependent on seating/table configuration) | \$400 fee for room hire – includes use of kitchen * |
| SENIOR SCHOOL | |
| Keith Humble Centre: | |
| Costa Theatre (holds 150-170 people seated) | \$400 fee for full day hire \$150 fee for half day hire |
| George Logie-Smith Auditorium (holds 192 seated, can be increased) | \$400 fee for day hire |
| Dance Studio | \$300 fee for day hire |
| Austin Gray Centre | \$400 fee for day hire |
| Classrooms | \$ 30 fee per hour per class room |
| Elliot Theatre (seats 112) | \$300 fee for day hire \$150 fee for half day hire |
| Morrison Hall (Holds 442 seated, 600 standing) | \$300 fee for hire (half day) \$500 fee for hire (full day) |
| SPORTS FACILITIES | |
| Ovals | \$ 50 fee per hour per oval \$300 fee per full day per oval |
| Turf cricket pitch | \$300 fee per day |
| Rankin Field – 12 Courts | \$120 fee per hour for all 12 courts \$ 15 fee per hour per court |
| Rolland Centre – Basketball Court, Weights Room or Aerobics Room | \$ 30 fee per hour |
| Mercer Parade Tennis/Netball Courts | \$ 15 fee per hour |

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| MIDDLE SCHOOL | |
|---|---|
| Robertson Hall (Holds 300 seated, 600 standing) | \$500 fee for use (full day) \$300 fee for use (half day) \$ 50 fee for hire of Grand Piano |
| Gymnasium (2 courts) | \$ 30 fee per hour per court |
| Mezzanine – seminars etc (Room 1, 2 or 3 – maximum 50 people per room) | \$ 50 fee per room |
| Arts Centre | \$100 fee per day |
| JUNIOR SCHOOL | |
| Multi-purpose Building – limited availability | \$175 fee for use (full day) \$100 fee for use (half day) |
| Library Community Room | \$200 fee for use (full day) \$100 fee for use (half day) |

*Catering to be arranged directly with the Catering Manager. Murray Fanning via Reception on (03) 5226 3199. Additional costs for hire of crockery, cutlery etc. All breakages will be charged to the hirer. Public liability Certificate required.

*If you wish to use your own caterer, a request must be sent to the College in writing via facilities@geelongcollege.vic.edu.au

All prices

Prices quoted above are correct as of 1 January 2016 and are inclusive of GST.

CONDITIONS AND GUIDELINES FOR HIRE OF COLLEGE FACILITIES

Priority of Use: All facilities will be primarily used for College related activities during and after school hours.

Cancellation by The Geelong College: The College may cancel any booking when the facility is required for College functions or in the event of an unforeseeable circumstance. All fees will be refunded if this is the case.

Application: An application form for the use of College facilities must be filled out and is available from Davey House and/or the College's website. Bookings will be accepted up to 12 months in advance.

Cancellation by the Hirer: The hirer may cancel a booking up to 28 days prior to the hire date without being charged a cancellation fee.

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Hire fees and deposit:

- All hirers are required to sign an Application Form prior to booking.
- A non-refundable deposit of 25% is required to confirm a booking.
- Please forward your application and payment to PO Box 5 Geelong VIC, 3220 or deliver to the Business Management Office, Davey House 150 Noble Street, Newtown. Fees can be paid by cheque, via direct deposit or over the telephone on (03) 5226 3111 by Visa, MasterCard or Amex.
- The balance of the hire fee is payable not less than 14 days prior to the booking date. If the full amount is not received within this time, the booking will automatically be cancelled.
- Regular Hire – applications for regular hire are renewed on an annual basis from July 1 to June 30 the following year. These bookings will only be accepted on the understanding that bookings of this nature may require to be cancelled/rescheduled in favour of College events. Failure to pay accounts on time will result in hire being terminated. All hirers are to comply with Public Liability Insurance requirements as noted on the application form.

Keys: Keys will not be handed out to hirers in majority of circumstances. The caretaker will arrange for access to the facilities. Unlocking of venue is approximately 15 minutes before the booked time. Alternative arrangements can be made on request.

Smoking: The Geelong College is a 'non-smoking' facility. Smoking is not permitted in any part of the College. The hirer must advise facility users about the No Smoking Policy.

Catering:

- All arrangements for catering need to be made in liaison with the Catering Manager at the College. The use of external caterers is permissible provided approval has been sought by the Business Manager and the College caterers have been given the opportunity to provide catering and have either declined or been unable to fulfil the request. No electrical, gas or other catering appliances may be brought on to the College property without permission.
- The selling and/or consumption of alcohol is not permitted without approval of the Facilities Coordinator. If such approval is granted, the hirer must obtain the relevant liquor license and forward a copy of it to the Facilities Coordinator at least two weeks prior to the date of the event.
- Catering quotes are subject to change.

Equipment and set up availability: The hire fee for the Dining Hall, Morrison Hall and Robertson Hall includes the use of chairs, rectangular tables and kitchen facilities in the Dining Hall. If further equipment is required, outside of the College allocation, this must be hired at the hirer's expense. All hired equipment delivery and removal is the sole responsibility of the Hirer. No candles are to be used in any of the College facilities. Set up fees, if required, will be charged on application.

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Cleaning: The College cleaning department will clean the facility before and after use. The facility should be left in a tidy condition and all rubbish and waste matter should be placed in plastic bags within the garbage bins provided. If additional cleaning is required, due to unsatisfactory cleanliness in the rooms, this will be charged to the hirer at \$20 per hour.

Behaviour and damage to property: Any disorderly behaviour or damage to property is not permitted. The College reserves the right to remove such offenders and costs incurred in this will be borne by the hirer. The hirer shall reimburse the College upon demand, all expenses incurred by the College for, or in connection with, any damage to the room and any loss or damage to property or equipment belonging to the College or any employee of the College.

Compliance with Law:

- No activity conducted using College facilities may contravene any laws and the hirer will accept full responsibility for their attendees' actions. In the case of a dramatic or other performance, or concert, the hirer shall not produce any dramatic or musical work in infringement of the copyright or performing right of any owner of such a right or rights, and the hirer agrees to indemnify the College against any claim for breach of copyright or any action therewith. The College does not hold a licence from the Australian Performing Rights Association or perform copyright music in the facility. The association may be contacted on (03) 9426 5200.
- The hirer of sporting facilities will comply with their association's own compliance standards including the completion of a mandated Grounds Inspection Checklist Report.

Liabilities and Insurances:

- The hirer hereby agrees to indemnify The Geelong College to the extent that such policies are affected through any such act of commission or omission.
- The hirer shall indemnify and keep indemnified The Geelong College from and against all claim, demands, writs, summonses, actions, suits, proceeds, judgements, orders, decrees, damages, costs, losses and expenses of any nature whatsoever which The Geelong College may suffer or incur in connection with loss of life, personal injury and/or damage to property of any person using or entering on or near any entrance, passage or part of the facility or occasioned wholly or in part by the act, neglect default or omission by the hirer, their agents, servants, or invitees or any person or persons using or upon the premises with their consent or approval expressed or implicit.
- The Geelong College shall not be held responsible for any damage or loss of any property whatsoever placed in the facility of the hirer, nor for any loss occasioned through accident or failure of the electrical or other plant through unavoidable cause.
- The Geelong College must be provided with a minimum of \$10,000,000 Public Liability Insurance Cover. A Certificate of Currency must be forwarded with the application at least upon booking. It is the responsibility of the hirer to arrange Public Liability Insurance Cover for the duration of the function.
- The hirer/user of facilities/parent/guardian agrees to be physically present or nominate a responsible person to be physically present and supervise the child/children in their care whilst using The Geelong College facilities.

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Injury: Use of College facilities is permitted entirely at the Hirer's risk, and the College accepts no responsibility for personal injury to any user or for consequential loss whatsoever and howsoever caused.

Privacy: The College collects information for the purpose of registering the booking. The information collected will only be used to communicate with the applicant for hire or for regulatory, safety or other lawful purposes. Failure to provide this personal information may result in the application not being processed.

Goods and Services Tax: All fees and charges imposed by the College will be subject to GST. Unless otherwise stated, fees and charges will be inclusive of GST.

The Principal of the College reserves the right to reject any application that is inconsistent with the ethos of the College or may pose a significant risk to the facilities and equipment of the College. Both the Principal and Business Manager have the discretion to discount fee hire where applicable.

Applications: Completed application forms are to be forwarded to the Facilities Coordinator, together with a copy of the Hirer's Public Liability Insurance Cover.

Enquiries: Please direct any enquiries to the Business Management Office:

*Business Management Office
Tiffany Looker
Facilities Coordinator
The Geelong College
PO Box 5
GEELONG VIC 3220*

Phone: (03) 5226 3777

Email: tiffany.looker@geelongcollege.vic.edu.au

| DECLARATION | | | |
|--|--|--------------|--|
| I have read the abovementioned Conditions and Guidelines and confirm that I or the organisation on whose behalf I am applying accepts the conditions and fees as outlined. | | | |
| Name: | | | |
| Organisation: | | | |
| Signed: | | Date: | |

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