Hire of Lakelands Primary School Facilities 2016

**Schedule of Rates (plus GST)**

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| **Facilities** | **Commercial Hire** (per hr)Minimum 2 hrs | **Not for Profit** (per hr)Minimum 2 hrs |
| Classroom | $20.00 | $15.00 |
| Undercover Area | $20.00 | $15.00 |
| Library | $20.00 | $15.00 |
| Conference Room | $20.00 | $15.00 |
| Courts (Tennis, B/Ball, etc) | $5.00/court | $5/court |
| Oval | $10.00 | $10.00 |

RATES FOR 2016 - ENDING 31 DECEMBER 2016

**Procedure for hiring of Lakelands Primary School Facilities**

1. Contact the school explaining your hire category (commercial or not for profit), requested time and date to check availability.

**Phone:** 9584 2601 **Email:** Lakelands.PS@education.wa.edu.au

1. You will receive a quote based on your enquiry.
2. Read conditions of hire prior to completing the agreement.
3. If you are going to proceed complete “Deed of Licence Community use Agreement.”
4. Attach your valid public liability insurance.
5. Provide a copy of ABN registration detailing your entity and organisation type to confirm commercial or not for profit hire.
6. Submit this to the school representative (Principal) for approval.
7. Once your agreement is signed, this is your confirmation of booking.
8. Liaise with the Manager Corporate Services for facility hire requirements.
9. Contact City of Mandurah (**http://www.mandurah.wa.gov.au/Permits-and-Approvals)** to ensure council local laws comply with the approved purpose.
10. Provide copies of permits to the school as part of the hire application.

**Conditions of Hire**

* All applications must be on the official application form
* Applicants must be 18 years or over and able to produce valid photo ID
* Must hold valid public liability insurance, a current community use deed signed by a school representative (Principal)
* Tenure of no more than 2 years
* Any Hirer is not permitted to sub-lease or make the facilities available for hire to any other individual or group.
* No unauthorised use or entry to the facility at any time without the written consent from the Lakelands Primary School.
* Vehicles must only use the parking bays provided, no parking on grassed areas
* The hirer shall ensure all lights are turned off and any doors, windows and gates locked at the completion of the booking.
* Fail to arm the security system on completion of a function/booking may incur a charge
* The hirer will be liable for cost of damage
* In the event the floors require a “strip and seal” as a results of your hire. The hirer is required to pay 70% of the full repair cost
* Hirer is responsible for any cleaning and damage to carpet in undercover area (eg due to spillage)
* The hirer is responsible for the keys. In the event of losing the keys a charge may apply.
* Smoking is strictly prohibited in all of Lakelands PS facilities.
* It is the responsibility of the hirer to leave the facilities clean and tidy. Cleaning must be completed by the time specified on the booking confirmation.
* Written notification to cancel or change your booking requires 48hrs prior to the confirmed dates otherwise you will be charged as per your booking confirmation.
* The hirer must ensure compliance with the City of Mandurah’s Local Laws.
* If the hirer intends to sell food at the venues, the Hirer must obtain a permit from the City of Mandurah’s Environmental Health Services (Ph: 9550 3777) and other appropriate trading permits.