

St George & Sutherland Community College

Room Hire Booking Form & Agreement

St George & Sutherland Community College: 127–129 Sutherland Road, Jannali NSW 2226
9528 3344 • dhurley@sgscc.edu.au

Please complete all sections. Your booking is confirmed once accepted in writing, and any required payment or deposit has been received.

ORGANISATION DETAILS	
Organisation Name:	ABN (if applicable):
Postal Address:	Suburb / Postcode:
Purpose of Hire / Event:	
CONTACT PERSON	
Contact Name:	Title / Position:
Phone / Mobile:	Email Address:
ROOM HIRE DETAILS	
☐ Bransgrove Event Space ☐ Classroom – Small (up to 12) ☐ Classroom – Large (up to 24) ☐ Computer Training Room	☐ Art Studio ☐ Cooking Classroom / Kitchen ☐ Yarning Circle ☐ Other: _____
Date(s) Required:	Time(s) Required:
Number of Attendees:	Signage Title (if required):

Catering required? ☐ Yes ☐ No (catering menu can be provided on request.)

Software (Computer Room only): copies of any additional software must be supplied for on-site testing at least 5 working days before hire.

KEY TERMS (SUMMARY)

Fees & payment: payment is required prior to your booking unless otherwise arranged; your hire time includes setup and pack-down. **Cancellations:** more than 7 days' notice = full refund; 2–7 days = 50%; less than 48 hours = no refund. **Care & safety:** use the room for its intended purpose, leave it as you found it, follow staff guidance and keep exits clear; the hirer is responsible for all attendees and any damage. **Other:** no smoking or vaping on campus; alcohol only with prior approval; public liability insurance may be required. Full terms and conditions apply and are available on request.

AGREEMENT

I confirm that the information provided is correct and agree to comply with SGS CC's venue hire terms and conditions.

Name: _____ **Signature:** _____

Date: _____

Once completed, click Submit Booking Form. Your email program will open with the completed application attached. Review the email and click Send. Or email to dhurley@sgscc.edu.au

OFFICE USE ONLY

Booking Approved By: _____ Room Allocated: _____ Invoice No: _____

Payment Received: ☐ Yes ☐ No

SGSCC Room Hire Terms & Conditions

1. Booking and Payment

1.1 Making a Booking

- All room hire bookings must be submitted through SGSCC's approved booking process.
- The hirer must be at least 18 years of age.
- SGSCC reserves the right to refuse or amend any booking request.
- Bookings are not confirmed until written confirmation is issued by SGSCC.
- The hirer is responsible for ensuring all participants comply with these Terms and Conditions.
- Room hire is only valid for the dates and times approved by SGSCC.
- Applicable fees must be paid prior to the booking date.
- Charges apply regardless of whether the booked room is ultimately used.

1.2 Amendments and Cancellations

- Requests to amend or cancel a booking must be submitted in writing.
- Cancellations made within 7 days of the booking may incur a cancellation fee.
- Cancellations made within 48 hours of the booking may be charged at the full hire rate.
- SGSCC reserves the right to amend or cancel bookings where necessary.

1.3 Security Bond

Where a bond has been collected, SGSCC may retain part or all of the bond for:

- Damage to the room, furniture, fixtures, or equipment.
- Additional cleaning requirements.
- Security call-outs or other costs arising directly from the hire.
- Any costs exceeding the bond amount remain payable by the hirer.

2. Insurance and Liability

2.1 Insurance

- Organisations conducting activities on SGSCC premises may be required to provide evidence of Public Liability Insurance.
- Commercial operators must maintain appropriate business insurance.
- Contractors engaged by the hirer must hold suitable insurance cover.
- Certificates of Currency may be requested before confirmation of the booking.

2.2 Responsibility and Indemnity

The hirer:

- Assumes responsibility for activities conducted during the hire period.
- Is responsible for the safety of participants, visitors, volunteers, and contractors.
- Must indemnify SGSCC against claims resulting from the hirer's use of the premises.
- Is liable for any damage caused by attendees or activities associated with the booking.
- Accepts that personal property brought into the venue remains at the owner's risk.

3. Use of the Room

3.1 Hirer Responsibilities

The hirer must:

- Use the room only for the approved purpose.
- Ensure emergency exits remain unobstructed.
- Ensure all equipment brought onto site is safe and fit for use.
- Supervise participants and children at all times.
- Ensure activities do not disturb neighbouring users or residents.
- Comply with all applicable laws, regulations, and health requirements.
- Operate within the approved room capacity.
- Report hazards, incidents, or damage immediately.

3.2 Prohibited Conduct

The hirer must not:

- Conduct unlawful, offensive, discriminatory, or unsafe activities.
- Permit intoxicated persons to participate.
- Smoke or vape inside SGSCC facilities.
- Damage fixtures, furnishings, or equipment.
- Use candles, open flames, or hazardous materials without prior written approval.

4. Cleaning and Room Condition

At the conclusion of the hire period, the hirer must:

- Leave the room clean and tidy.
- Remove all rubbish.
- Return furniture and equipment to their original locations.
- Remove decorations, signage, and displays.
- Ensure doors and windows are secured before departure.
- Vacate the room by the agreed finishing time.

Additional cleaning costs may be charged where the room is not left in an acceptable condition.

5. Alcohol

Where alcohol is proposed:

- Prior written approval from SGSCC is required.
- The hirer is responsible for complying with all liquor licensing requirements.
- Alcohol must not be supplied to persons under 18 years of age.
- Intoxicated persons must not be served alcohol or permitted to remain at the event.
- The hirer is responsible for maintaining good order and minimising disturbance to surrounding properties.

6. Maintenance and Safety

- Rooms are used at the hirer's own risk.
- SGSCC makes no warranty that the room is suitable for a particular purpose.
- Any maintenance issues, hazards, accidents, or incidents must be reported immediately.
- SGSCC may enter the room at any time to address safety, security, or operational matters.

7. Cancellation by SGSCC

SGSCC may cancel a booking where:

- Payment has not been made.
- These Terms and Conditions are breached.
- The room becomes unavailable due to maintenance, emergencies, or operational requirements.
- Circumstances outside SGSCC's control make the booking impractical or unsafe.

Where possible, SGSCC will provide notice of cancellation and may offer a credit or refund at its discretion.

8. Incident Reporting

The hirer must immediately notify SGSCC of:

- Injury or illness occurring during the booking.
- Property damage.
- Security incidents.
- Any matter that may result in an insurance claim or legal action.

9. Privacy

Personal information collected for room hire purposes will be managed in accordance with SGSCC's Privacy Policy and applicable privacy legislation.