



St Patrick's College Ballarat

Locked Bag 31
BALLARAT 3350
Ph: 03 5331 1688
Fax: 03 5331 8150
Email: info@stpats.vic.edu.au
Website: www.stpats.vic.edu.au

Conditions for Hire of the OCA Pavilion

1. Applications for use of St Patricks College OCA Pavilion must be made in writing on the application for hire form supplied.
2. A non-refundable deposit of \$250 must be deposited with the Functions Manager 7 days prior to the function. The flat fee for hiring the OCA Pavilion is \$1,000 (inclusive of the deposit) is payable no later than 7 days after the function.
3. The hire fee may only be waived or varied with the express permission of the Headmaster or Business Manager.
4. A condition of using the OCA Pavilion is that no damage is done to the facility and the surrounding property is left clean and tidy. Loss of keys may entail replacement of locks and this will be at the discretion of the Functions Manager and is at the liability of the Hirer. Should any damage occur, the Functions Manager's assessments shall be final.
5. Nothing is to be attached in the manner to the walls, floors curtains or any part of the buildings, nor shall signs, scenery etc be erected without the permission of the College.
6. The right is reserved to refuse to let the facility at the discretion of the Functions Manager, in which case all monies paid will be refunded.
7. The right is reserved for College staff to have free access to the facility at any time during functions.
8. The College makes no warranty or representation to the Hirer about the condition of the facility or their suitability for the Hirer's purpose. The hirer acknowledges that they have inspected the facility and warrants that the facility is suitable for the hirer's purpose.
9. It is the responsibility of the Hirer to obtain any necessary permits from the relevant authorities as required for the planned activities.
10. The College reserves the right to reject the application that is deemed to be inconsistent with the ethos of the College or may pose a significant risk to the facilities, equipment or reputation of the College.
11. If entertainment is to be provided, it must be in keeping with the values and ethos of the College. All programs and presentations to be made at the function must if requested be submitted for approval prior to the hiring period.
12. The College will not be responsible for the acts or omissions of contractors engaged by the Hirer. It is recommended that Hirers ensure all contractors (e.g. caterers) have public liability insurance.
13. The facility inclusive of kitchen facilities and all appliances must be left in a clean and tidy condition. No food or drink may be left in the cool room or fridges and all bottles and rubbish must be removed from the premises and placed in the appropriate bins. If this is not done the College reserves the right to engage cleaners at the cost of the Hirer.
14. No sales of any kind are permitted without the prior consent of the College.
15. No animals shall be allowed in the facility or its precincts without the prior consent of the College.
16. No smoking or gambling is permitted in the facility or its precincts.
17. To ensure the safety of other users and residents parking is only permitted in designated areas and is not permitted on grassed areas or ovals.
18. Sub-letting of facilities is not permitted.
19. In case of any disputes arising, the decision of the College Business Manager shall be final.
20. Noise (music etc) must be contained within the requirements of the Shire Council. Additionally, music must cease at midnight on Friday's and Saturdays, 10pm on other days.
21. The Hirer of the facility and guests are confined to the facility and this does not extend to the school grounds.
22. The Hirer is aware the facility is in a residential area and that all persons attending must refrain from any behaviour which could be reasonably construed as disturbing the neighbours or infringing on a person's property and/or rights.
23. Under no circumstances shall liquor be sold until approval from the Functions Manager has been obtained and the necessary liquor permit is sighted at the time of obtaining the key to the premises.
24. Normal liquor regulations apply. Alcohol is not to be served to guests under 18 years of age. Approval for the consumption of alcohol may be withheld at the discretion of the Functions Manager.
25. The College accepts no responsibility for private property left in the facility.
26. If the Hirer breaches a term or condition as set out in this document or as otherwise agreed in writing with the College, the College reserves the right to commence legal proceedings in respect of any loss and/or damage the Hirer's action or omission may cause and the College further reserves the right to bar the Hirer from using its facility again in the future