

Victoria Avenue Community Precinct Hall

Procedure to apply

1. Complete the Expression of Interest Form and email it to victoriaav-p.school@det.nsw.edu.au
2. The Expression of Interest will be assessed and if approved, the following steps should be followed using the information following.

*a security bond and payment must be paid;

*a Community Use Agreement must be signed; and

*keys collected from the school.

Fee Schedule

Rate per hour Not for profit	Minimum hire	Available times	Rate per hour Profit	Minimum hire
\$30	2 hours	Monday – Friday 6.30pm -10.30pm	\$50	2 hours
\$40	2 hours	Saturday & Sunday 9am – 6pm	\$60	4 hours
\$60	2 hours	Saturday & Sunday 6-11pm	\$80	4 hours

*Public holidays will be charged at weekend rates.

Security Bond

\$350 – Not for profit organisations

\$650 – Profit organisations

Payments

All payments must be made online through the school website. Hirers must allow 24 hours for approval of funds before keys are collected. The bond and hall hire fee must be made as **separate** payments online.

Office hours for key collection and signing of leases will be 10am – 2pm on Thursdays (during school terms). An appointment during this time is required.

Keys

Keys will not be issued until online payments are verified. All keys must be returned to the school office on the following morning by 10am. Keys will not be copied and keys/alarm codes will not be issued to persons other than the hirer.

Site Specific Information

- **The Victoria Avenue Precinct site is monitored by CCTV surveillance.**
- **Smoking is not permitted on school sites. Please see further information in the “Community Use of School Facilities – Implementation Procedures”.**
- **No alcohol permitted in the hall or school grounds.**
- **Parties are not permitted.**
- **Parking is available onsite.**
- **There are approximately 600 chairs and 10 trestle tables available for use. There is no other available furniture.**
- **There is no storage space available to leave equipment between bookings.**
- **Hirers must provide their own sound system.**
- **Masking (or other) tapes or blutak are not to be stuck onto the floor, walls, stage or any other surface in the hired areas.**
- **The hall and attached spaces must be left clean and “as they were found”, this includes the removal of rubbish (bring own garbage bags). Any kitchen appliances used must be cleaned.**
- **Children onsite should be supervised by a responsible adult at all times. School playground equipment is not to be accessed.**
- **All damages including premises being left unclean must be reported at the time by email victoriaav-p.school@det.nsw.edu.au or when keys are returned. Any damage will be paid by the hirer.**

Application form for hire of Victoria Avenue Community Precinct Hall

Name of group/organisation:

Contact person:

Contact phone:

Contact email address:

Is your group/organisation profit/not for profit?

Purpose for hiring the hall:

Date and times for hiring the hall:

Does your group/organisation have current public liability insurance cover?
