

PART 1 — Application Form



AGREEMENT TO HIRE DEPARTMENT OF EDUCATION, TRAINING AND EMPLOYMENT PREMISES (v 2013)

Item 1. Premises to be used

Holland Park State High School Assembly Hall and carpark

Item 2. Address of Premises to be used

Bapaume Road, Holland Park West. QLD 4121

Item 3. Our Name

The State of Queensland (represented by the Department of Education Training and Employment)

Item 4. Our Address /and Post Office Address

Bapaume Road, Holland Park West Qld 4121 / PO Box 197, Holland Park West QLD 4121

Item 5. Our Contact for Notices

Person/Position: Resource Convenor		Address: Bapaume Road, Holland Park West QLD 4121	
Telephone Number: 3347 0111	Facsimile: 33470100	Email: FacilitiesHire@hollparkshs.eq.edu.au	

Item 6. Your Name

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Item 7. Your Insurance Company details (See clause 11)

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Item 8. Your Address

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Item 9. Your Contact for Notices

Person/Position:		Address:	
Telephone Number:	Facsimile:	Email:	

PART 1 — Application Form

Item 10. Description of Premises to be Used

PLEASE GIVE FULL DETAILS OF EVENT (this includes all activities that you are planning to undertake and all equipment that you require/plan to use):-

HIRER MUST SUPPLY FIRST AID KIT *

If Sound & Lighting is required please provide the following information (subject to availability):

Number of microphones:

Lighting requirements (including colours):

PLEASE NOTE SIDE LIGHTS MUST BE KEPT ON DUE TO WORKPLACE HEALTH & SAFETY REQUIREMENTS

(see Plan in Part 2)

Item 11. Commencement Date

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Item 12. Termination Date

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Item 13. Hire Fee (inclusive of GST)

Amount:	Payment Time/s:	Method of Payment:
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Item 14. Fee Review

Yes/No	Frequency of Review:
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Item 15. Permitted Use

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Item 16. Time/s of Use

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Item 17. Our Equipment you can use – use a separate inventory sheet if necessary

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Item 18. Outgoings

• Are we responsible for the outgoings?	Yes/No
• Are you responsible for all, part or none of the outgoings? If part, list which ones:	Yes/No
• Will you pay the outgoings to the provider direct?	Yes/No
• Will you pay the outgoings to us on a pro rata basis? Formula to calculate outgoings on a pro rata basis:	Yes/No

PART 1 — Application Form

Item 19. Cleaning

<ul style="list-style-type: none"> • Who is responsible for the cleaning of the Premises and the cost of it? 	You/Us
<ul style="list-style-type: none"> • If we are responsible for cleaning will you contribute to the cost of cleaning on a pro rata basis? Formula to calculate cleaning costs on a pro rata basis: 	Yes/No
<ul style="list-style-type: none"> • If you are responsible for cleaning and you engage a cleaner to do the cleaning you must pay the cleaner direct. 	

Item 20. Will liquor be consumed, supplied, or sold at the Premises?

YES/NO. Circle	If Yes, Show P & C Approval has been obtained, where applicable. (See clause 23)
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Item 21. Execution

Our signature <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> Signature of Authorised Officer <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> Name of Authorised Officer	Execution Date <div style="text-align: center; margin: 10px 0;"> / / </div>	Witness <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> Signature of Witness <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> Name of Witness
Your signature The person signing warrants that they have authority to sign this agreement for you.	Execution Date <div style="text-align: center; margin: 10px 0;"> / / </div>	Witness <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> Signature of Witness <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> Name of Witness

PART 2 — PLAN OF LAND AND PREMISES

Detailed map showing the School, Premises, routes of access, parking areas and any other areas relevant to this agreement

SEE ATTACHED

GATE SECURITY

The authorised key holder must remain until the last person of their group have departed the premises. This person must lock the main gate behind them. Regardless of whether you are the last hirer or not for the day, or whether there are cars or not still parked there, all hirers have their own key to the main gate, so please make sure it is closed behind you upon departing.

TOILET SECURITY

Toilets must be padlocked after each use to ensure that they are kept in a clean and tidy manner. If you find that the toilets are not in a clean state, you must advise immediately to facilities@hollparkshs.eq.edu.au. All hirers have their own key to the toilets.

X (Please sign and print your name underneath)

Date:

PART 3 — RULES

1. A hiree must produce a copy of Public Liability Insurance Cover for an amount of \$20,000,000.00 within three (3) working days of facility booking.
2. Charges must be paid within two (2) working days of booking for casual hiring. Regular hiring must be paid for on a monthly basis within fourteen (14) days of issue of the account.
3. The Principal (the Hirer) reserve the right at any time to elect not to accept an application to hire.
4. The school at all times has first use of facilities and, in the case of regular users, if a special occasion arises, the Principal will give reasonable notice of non-availability.
5. Keys required for facilities will be available from the Resource Hire Room between 9:00am and 1:30pm on the last working day before the hire date and must be returned by the next working day thereafter between the hours of 9:00am and 1:30pm.
6. Grounds and/or facility must be left in a tidy state with all rubbish removed. If rubbish is left behind there will be a charge of \$57.75 per bin.
7. Where a bond applies, this will be processed within two (2) to seven (7) days after hiring.

BOND

You must pay us a bond when you sign this agreement. We will notify you of the bond payable at the time of Hire. Please note the the bond must be paid as a separate cheque only.

The bond is intended to be available to financially protect us if:

- * you breach this agreement;
- * you do not leave the Premises in the required condition at the Termination Date;
- * you interfere with the reasonable peace, comfort or privacy of a neighbour;
- * the Police or the Queensland State Security Service attend at the Premises in response to a disturbance you cause.

Example - we may claim against the bond: - for additional cleaning; if the Police are called to the Premises; or if alcohol is brought onto the Premises, in breach of the agreement.

8. Any damages occurring to the facility during the hiree's access time must be reported to the school as soon as possible. Repair costs for that damage will be the responsibility of that hiree.
9. CONSUMPTION OF ALCOHOL IS NOT PERMITTED WITHIN THE SCHOOL FACILITIES OR SCHOOL GROUNDS. (This may be varied in exceptional circumstances.)
10. NO FOOD OR DRINK IS PERMITTED IN THE BODY OF THE HALL. (This may be varied in exceptional circumstances.)
11. Within school grounds vehicles may only be driven on formed roadways and parking areas. Grassed areas must be respected and not used for vehicular traffic.
12. Hall or room furniture must be arranged by the hiree and replaced in the original positions after use.
13. Electronic security alarm systems are installed in all school building. When picking up keys to these facilities, a hiree must approach the school Administration Officer for instructions on disarming and rearming the system in the appropriate building and provide her/him with a 4-digit pin number to be used for the period of the hire. (Hiree's must be aware that the time of hire cannot be lengthened on the day, as alarms will be triggered if the facility is still occupied when the time expires.)
14. A Penalty of \$60.94 (inc GST) will be imposed if a hiree fails to secure the facility and rearm the system upon leaving.
15. Failure to notify cancellation of facility hire, will incur a late to notify penalty.
16. Stage lighting and a sound system are available in the Assembly Hall upon payment of additional charges, including the hiring of the school's operators.
17. NO OTHER OPERATORS ARE PERMITTED TO USE THE LIGHT AND SOUND EQUIPMENT.
18. As the school is an educational institution, all activities and performances therein must meet accepted community standards appropriate to a school.
19. An exemplary standard of behaviour must be adhered to at all times. Please be advised that children are to kept under control and are not allowed to run, climb or touch any equipment belonging to the school.

SOUND AND LIGHTING CREW HIRE

1. ONLY hired school operators are permitted to operate school owned sound and lighting equipment.
2. Only ONE authorised hirer/adult is allowed access to the sound and lighting catwalk of the hall for the purpose of communicating in regards to the operating of the sound and lighting equipment. This person must be the hiree or their nominee (this may be varied in exceptional circumstances). No variation to this nominee can be made without the hiree seeking approval from the school 24hrs before hiring of the hall.

PART 3 — RULES

3. A full, final typed program must be supplied to the school three working days before hiring of the hall along with any music (CD only in MP3 or WAV format) to be used as part of the performance or event.
4. The setup and pack up of school equipment is to be done by school sound and lighting operators only. Additional equipment supplied by the hall hiree is not the responsibility of school operators. This additional equipment WILL NOT be set up, packed up, operated or connected to school equipment or sound and lighting operators. Exceptional circumstances may be accommodated with strict regulation and only with the school's express permission.
5. Set up and pack up times are a minimum of one hour before and after events/concerts. Complex configurations need more time and operators than the standard time allowed. Time needed and the number of operators required is at the school's discretion.
6. A final equipment set up sheet for sound and lighting operators showing the required equipment is supplied. This form must be completed and given to the school at the time of returning hall hire documents to Resource Hire room. This form is used in discussions between the hiree and the sound and lighting coordinator to determine the number of sound and lighting operators and time required for set up and/or pack up.
7. Failure to comply with the above conditions may result in the loss of hirers' security deposit.

OVAL HIRE

SPECIAL CONDITION TO CLAUSE 7

Re-instatement of ovals on the Premises

Upon the expiration of earlier termination of this Agreement, you must leave the ovals on the Premises in good repair and condition, and if we require it, remediate the ovals to our School's standard maintenance framework including replacing turf disturbed during the term.

You are responsible for the cost of remediation of the ovals.

PART 4 —STANDARD CONDITIONS

1. MEANING OF WORDS

“Business Day”	a day (other than a Saturday, Sunday or public holiday) on which banks are open for business in Queensland.
“Commencement Date”	the day on which this agreement commences as set out in Item 11.
“Fee”	the fee specified in Item 13.
“Fee Review Formula”	the formula set out in clause 4.2.
“Permitted Use”	the use of the Premises as described in Item 15.
“Premises”	the buildings, and facilities as shown on the plan in Part 2 and the equipment identified in Item 17 which is to be licensed to you.
“School”	the School specified in Item 1.
“We”, “us” or “our”	the State of Queensland (represented by the Department of Education, Training and Employment).
“You” “your”	the person or organisation named in Item 6.

2. INTERPRETING THIS AGREEMENT

- 2.1 This agreement consists of the following, which make up and govern the entire agreement between you and us-
- Part 1 - the Application
 - Part 2 - Plan of School and Premises
 - Part 3 - Rules
 - Part 4 – Standard Conditions;
 - The written approval referred to under clause 23.
- 2.2 If two or more persons are named in Item 6 their responsibilities under this agreement bind them jointly and each of them separately. For example, we may ask one person to pay money owing to us under this agreement, without asking the other.
- 2.3 A reference to –
- a person includes a reference to an entity recognised by a law, for example, a corporation;
 - a clause is a reference to a clause in this agreement.
- 2.4 The singular shall include the plural and vice versa.
- 2.5 Where the context permits, reference to you shall extend to your members, servants, agents and invitees of you.
- 2.6 A term in Part 4 overrides a term in Part 3 to the extent that they are inconsistent.

3. LICENCE

- 3.1 We grant and you accept a licence to use and occupy the Premises.

- 3.2 You have an exclusive licence to use of the Premises during the times specified in Item 16. We may have access to the Premises at any time even when you are using it, provided that we do not interfere with your rights under this agreement.
- 3.3 We authorise you to use the routes of access to the Premises as indicated on the plan in Part 2 and as varied, from time to time.
- 3.4 You must only use the Premises for the Permitted Use.
- 3.5 The rights conferred by this agreement rest in contract only and shall not infer an intention to create in or confer upon you any tenancy, estate or interest in the Premises.

4. FEE

- 4.1 You agree to pay us the Fee in the manner directed by us.
- 4.2 If the Fee is to be reviewed as set out in Item 14 the Fee
- $$A = B \times \frac{C}{D}$$
- Review Formula is:-

Where—

“A” = yearly fee payable during the year of the term under review.

“B” = fee payable during the year of the term immediately preceding the year of the term under review.

“C” = index number released for the consumer price index Brisbane for the last quarter immediately preceding the first day of the licence year under review.

“D” = index number released for the consumer price index Brisbane for the last quarter immediately preceding the first day of the licence year last concluded.

- 4.3 In no event will the annual sum payable in the year under review be less than that paid in the year immediately preceding.

5. OUTGOINGS

- 5.1 Item 18 sets out who is responsible for the costs, outgoing and expenses (“outgoings”) connected with your use of the Premises. These outgoing include water, electricity, gas and telephone charges.
- 5.2 You will promptly pay all outgoing not payable by us under the terms of this agreement.

6. THINGS TO BE LEFT CLEAN AND TIDY

- 6.1 Item 19 sets out who is responsible for cleaning the Premises and the manner of payment for cleaning.
- 6.2 You must leave the Premises and the equipment in a clean and tidy condition and in the same condition they were in at the Commencement Date.
- 6.3 We may arrange for the cleaning of the Premises and the equipment at your cost if you do not clean them.

PART 4 —STANDARD CONDITIONS

- 6.4 You must not move furniture and equipment on or in the Premises, unless, at the Commencement Date, you have received our approval to do so. If we give our approval, you must put the furniture and equipment back in its original position before the expiry of this agreement.
- 6.5 At the expiry of this agreement you must remove from the Premises all things, including rubbish, you bring on to the Premises. We may arrange for the things to be removed at your cost if you do not remove them.
- 6.6 You must not use our rubbish bins on the Premises without our consent.
- 6.7 Smoking is not allowed on the Premises at any time.

7. MAINTENANCE & REPAIR

- 7.1 You are responsible for the cost of repair or replacement of any of our property where such repair or replacement is due to your use or activities when using the Premises.
- 7.2 You must not make or cause to be made any alteration, additions or improvements to the Premises.

8. ASSIGNMENT

You must not assign, sub-license or in any manner part with the use and occupation of the Premises or assign the benefit of this agreement.

9. ADVERTISING

- 9.1 You must not erect or display advertising material on the Premises without our written approval.
- 9.2 You must not use advertising to promote the activity at the Premises without our written approval.
- 9.3 As a guide, we will not approve advertising that—
- (a) is of a nature that might imply that we are involved with or endorse the thing advertised;
 - (b) refers to the Premises other than to show the location of the venue;
 - (c) is, in our opinion, objectionable.

10. INDEMNITY

- 10.1 You are responsible for —
- (a) damage loss or injury to any person or property; and
 - (b) the cost of any security or emergency call-out to the Premises;
- arising from your use of the Premises and equipment.
- 10.2 You will indemnify us, our employees and agents against all claims for damages, loss, costs or injury arising from your use and occupation of the Premises.
- 10.3 You must pay, within the time set out by us—

- (a) for any damage to or loss of our property arising from your use of the Premises or equipment; and
- (b) the charges that we decide if you use the Premises outside the times of use in Item 16.

11. INSURANCE

- 11.1 You must, take out and maintain a public liability policy of insurance for an amount of not less than twenty million dollars (\$20M) per occurrence with an insurer approved by us.
- 11.2 You must provide evidence of the public liability policy of insurance to us no later than 2 Business Days after the Commencement Date.
- 11.3 The public liability policy of insurance must note our rights and interests in this agreement.
- 11.4 You must maintain the policy during the term of this agreement.
- 11.5 You must notify us in writing as soon as possible prior to any material change in terms, cancellation or other termination of the policy.
- 11.6 If in our opinion we decide a public liability policy of insurance is not required, then we will notify you in writing, and clauses 11.1 to 11.4 will not apply.

12. TERMINATION UPON NOTICE

- 12.1 For hire periods of more than 28 days, either we or you may terminate this agreement by giving 28 days' notice in writing.
- 12.2 If this agreement is terminated under clause 12.1, you must leave the Premises in the condition specified in clauses 6.2 and 6.5.

13. TERMINATION FOR DEFAULT

- 13.1 If—
- (a) you breach any clause of this agreement and do not remedy the breach within 14 days after notice from us to do so; or
 - (b) an application is made or a resolution is passed for your winding up; or
 - (c) a receiver or official manager is appointed; or
 - (d) any step in insolvency proceedings is taken by or against you; or
 - (e) your incorporation is cancelled; or
 - (f) you ceases to carry on business,
- then we may immediately terminate this agreement.
- 13.2 If this agreement is terminated pursuant to clause 13, then you shall reinstate the Premises to the same condition the Premises were in as at the Commencement Date, fair wear and tear excepted.
- 13.3 Termination pursuant to clause 13 shall be without prejudice to any rights that either party may have against the other arising

PART 4 —STANDARD CONDITIONS

out of or connected with this agreement prior to the date of termination.

14. WARRANTIES

- 14.1 We do not warrant that the Premises and equipment are, fit, suitable, or adequate for your activities and all warranties able to be excluded by law are excluded.
- 14.2 You warrant that—
- you are satisfied that the Premises and the equipment are fit for the Permitted Use;
 - the Premises are in good condition; and
 - you have been given adequate information about the Premises to ensure its use without risk to any person.

15. RULES

- 15.1 We may from time to time implement rules not inconsistent with or in derogation of your rights relating to:
- the use, safety, care and cleanliness of the School;
 - the preservation of good order in the School;
 - the comfort of persons lawfully using the School;
 - the location of garbage and refuse pending its removal;
 - the location and or closure of the car park or the common areas or any part thereof;
 - any other matter relevant to the administration of the School.
- 15.2 You must abide by all School policies and procedures, including the Rules, as notified by us from time to time.

16. ENTRY AND REMOVAL OF PERSONS

- 16.1 In an emergency or where we reasonably believe that you are disturbing the good order and management of the School, we may -
- refuse you or your employees, agents, visitors or invitees entry to the Premises; or
 - direct you, or your employees, agents, visitors or invitees to leave the Premises.
- 16.2 You must supervise and control your employees, agents, visitors or invitees on the Premises.

17. DISPUTE RESOLUTION

- 17.1 The parties shall seek to settle any dispute arising in connection with this agreement by negotiation, mediation or conciliation between the parties. In any such proceeding, each party may at its election be represented or accompanied by a qualified legal practitioner.
- 17.2 For the avoidance or settlement of disputes, and for the better management of this agreement, the parties each nominate contact persons in accordance with Item 5 and Item 9.

18. COMPLIANCE WITH LAWS

- 18.1 You must comply with all relevant laws and the requirements of any statutory authority while using the Premises, including a current "blue card" issued by the Commission for Children and Young People and Child Guardian which indicates that a person is eligible to work with children and young people in Queensland, pursuant to the *Commission for Children and Young People and Child Guardian Act 2000*.
- 18.2 You must provide documentary evidence of compliance with the requirements referred to in clause 18.1.
- 18.3 Nothing expressed or implied in the provisions of this agreement shall derogate from your liability, responsibility, duty or obligation to comply with the provisions of any Act, rule, regulation, local law or any other law in force from time to time in respect of the School and the Premises.
- 18.4 You acknowledge that you will prepare and lodge (at your cost) any development application or other approval that may be required by the local government or statutory authority to allow you to use the Premises for the Permitted Use. You will comply with all conditions imposed by the local government or statutory authority in relation to the development application or approval.

19. WAIVER

No right under this agreement shall be deemed to be waived except by notice in writing signed by each party.

20. VARIATION

No variation to this agreement shall be valid unless it is in writing and signed by both parties.

21. NOTICES

- 21.1 Any notice, demand, consent or other communication required to be given under this agreement will be deemed to have been given—
- if sent by prepaid mail, on two Business Days following posting;
 - if hand delivered, on the date of delivery;
 - if faxed, upon an apparently successful transmission being noted by the sender's facsimile machine.
- 21.2 The respective addresses for service of the parties are set out in Item 5 and Item 9.

22. INTERESTS ON UNPAID MONIES

You are to pay interest to us on any monies due and payable under the agreement, and on any judgment in our favour in an action arising from the agreement until all outstanding monies, including interest are paid in full. The rate of interest is at a rate equal to the Commonwealth Bank of Australia's monthly overdraft index rate on the amount of any account that is not paid within thirty (30) days of the date of the account.

PART 4 —STANDARD CONDITIONS

23. P & C LIQUOR APPROVAL

- 23.1 This clause 23 will only apply where liquor will be consumed, supplied or sold at the Premises.
- 23.2 You must apply for an appropriate liquor permit under the *Liquor Act 1992*, (at your cost) before liquor is supplied or sold at the Premises for a social function.
- 23.3 You must obtain the approval from the Parents & Citizens Association for -
- (a) the social function being held on the Premises; and
 - (b) liquor being consumed, supplied, or sold on the Premises in accordance with any conditions notified to you.
- 23.4 No liquor is to be consumed, supplied, or sold at the Premises unless—
- (a) the activity is a social function;
 - (b) you have answered Yes in Item 20;
 - (c) we have approved that liquor may be consumed, supplied, or sold at the Premises; and
 - (d) the Parents & Citizens Association has provided its approval under clause 23.3.
- 23.5 We may request that you provide us with a copy of the permit obtained under clause 23.1.

24. PERSONAL INFORMATION

- 24.1 You must protect Personal Information
- 24.2 When does this clause apply?
- This clause applies only if you collect or have access to Personal Information in order to carry out your obligations under this agreement.
- 24.3 Obligation to comply with Information Privacy Principles.
- You must comply with Parts 1 and 3 of Chapter 2 of the *Information Privacy Act 2009* (Qld) in relation to the discharge of your obligations under this agreement as if you were us.
- 24.4 Your obligations about Personal Information
- You must:
- (a) not use Personal Information other than for the purposes of performing your obligations under this agreement, unless required or authorised by law;
 - (b) not disclose Personal Information without our prior written consent, unless required or authorised by law;
 - (c) not transfer Personal Information outside of Australia without our prior written consent;
 - (d) ensure that access to Personal Information is restricted to those of your employees and officers who require access in order to perform their duties;

- (e) ensure that your employees and officers do not access, use or disclose Personal Information other than in the performance of their duties;
- (f) ensure that your subcontractors who have access to Personal Information comply with obligations the same as those imposed on you under this clause 24;
- (g) fully co-operate with us to enable us to respond to applications for access to, or amendment of a document containing an individual's Personal Information and to privacy complaints; and
- (h) comply with such other privacy and security measures as we reasonably advise you in writing from time to time.

24.5 Deed of privacy

On our request you must obtain from your employees, officers or subcontractors engaged in relation to this agreement, an executed deed of privacy in a form acceptable to us.

24.6 Notice of breach

You must immediately notify us on becoming aware of any breach of this clause 24.

In this clause 24-

“**Personal Information**” is information or an opinion, including information or an opinion forming part of a database, whether true or not and whether recorded in a material form or not, about an individual whose identity is apparent or can reasonably be ascertained, from the information or opinion.