

## BOOKINGS SHEET FOR CHARGEABLE VENUES

This form is to be used when new bookings and alterations to existing bookings are made for the use of School facilities outside of the normal school hours (after 5.000pm during term time) and during the school holidays and weekends.

Please note that any changes to confirmed bookings must be emailed to [venuebookings@diocesan.school.nz](mailto:venuebookings@diocesan.school.nz) at least seven working days in advance of the event date, otherwise there will be a charge for late cancellation

Organisation booking the venue: .....

Event being held: .....

Organiser's Name: .....

Email Address: .....

Invoice Address: .....

No. of Diocesan School students (if any) involved in your event:.....

Name and Contact Details of Supervisor at the event: ..... Mobile: .....

Set up required for this booking: *(please state what equipment and layout is to be set up, if any)*

If booking for the entire year, please specify all dates on a separate form (note that there is no venue hireage on public holidays)

| Venue   | Rate<br>Weekend<br>rate refers<br>to<br>Sat/Sun<br>(2 days) | Charges<br>(excl<br>GST) | Numbers<br>Attending | Dates and<br>times of event<br>e.g. 3 hours –<br>Set up from<br>6pm, Event from<br>7pm-9pm | Special Instructions |
|---|---|--------------------------|----------------------|--|----------------------|
| Full Sports Centre  | Hourly<br>Daily<br>Weekend                                  | \$80<br>\$600<br>\$1150  |                      |  |                      |
| 1/2 Sport Centre  | Hourly<br>Daily<br>Weekend                                  | \$55<br>\$420<br>\$800   |                      |  |                      |
| Sports Centre Functions Room<br>(includes small kitchen)  | Hourly<br>Daily<br>Weekend                                  | \$30<br>\$220<br>\$405   |                      |  |                      |
| School Hall - No Kitchen Facilities   | Hourly<br>Daily<br>Weekend                                  | \$70<br>\$520<br>\$1070  |                      |  |                      |
| Junior School Hall + Kitchen  | Hourly<br>Daily<br>Weekend                                  | \$85<br>\$640<br>\$1120  |                      |  |                      |
| Junior School Music Practice Room   | Hourly  | \$16                     |                      |  |                      |
| Music Practice Room - – Performing Arts Centre  | Hourly  | \$30                     |                      |  |                      |
| Choir Room – Performing Arts Centre   | Hourly  | \$100                    |                      |  |                      |
| Orchestra Room – Performing Arts Centre   | Hourly  | \$100                    |                      |  |                      |
| Centennial Bldg Standard Classroom  | Hourly<br>Daily   | \$30<br>\$210            |                      |  |                      |
| Science Lab/Technology/Art Rooms/<br>Specialist classrooms  | Hourly<br>Daily   | \$35<br>\$240            |                      |  |                      |
| <b>Set-up and dismantling</b> of equipment (per man hour<br>labour charge)  | Per man<br>hour   | \$30                     |                      |  |                      |
| <b>Cleaning</b> after the event on weekends, school<br>holidays and outside of the hours cleaners are based<br>on site  | Per Hour  | \$50                     |                      |  |                      |
| <b>Security</b> to open/ lock up after the event on<br>weekends, school holidays and outside of the hours of<br>on-site security patrol<br>FIRST Security Contact No: 0800 347787 | Per Visit   | \$50                     |                      |  |                      |

**Please email the completed form to:** [venuebookings@diocesan.school.nz](mailto:venuebookings@diocesan.school.nz). A hire agreement is included for your signature and return.  
If the venue you have requested is available, confirmation will be emailed to you once the venue has been booked.

## STANDARD CONDITIONS OF HIRE

### RESERVATION OF RIGHTS

The School reserves all rights in connection with the letting of its facilities, including the right to decline bookings.

### LIMITATION OF LIABILITY

The School will not be liable to the hirer for damages or claims arising out of declined bookings. The School will not be responsible for loss or damage to property or injuries sustained by any person on the grounds or premises of the School nor are we responsible for your failure to comply with government or local authority laws.

### SCHOOL CONTACT

Bookings for the hire of school premises are administered and coordinated by the Bookings Administrator in accordance with school approved terms and conditions. All correspondence should be directed to [venuebookings@diocesan.school.nz](mailto:venuebookings@diocesan.school.nz). The Bookings Administrator can be contacted on the school's DDI number: 550 2934.

### VENUE HIRE / USAGE

As School facilities are used regularly by the School during term time, hireage of some facilities is restricted.

Chargeable bookings can be accepted for functions outside the school day as follows:

|          | <b>School term</b> | <b>School holidays</b> |
|----------|--------------------|------------------------|
| Weekdays | 5pm - 10pm         | 8am - 10pm             |
| Weekends |                    |                        |
| Saturday | 8am - 10pm         | 8am - 10pm             |
| Sunday   | 9am - 6pm          | 9am - 6pm              |

Please note:

- No bookings will be taken on public holidays.
- Occasionally bookings may be accepted between 3.30 and 5pm weekdays but only if the venue is not required by the School

All events **MUST** end by 10pm and the school premises must be immediately vacated.

Facilities will be made available for hire provided the event or activity complies with the School's usage rights and resource consent conditions. Due to lighting and noise restrictions, there will be a limitation on use between the hours of 10pm and 7am (Monday to Saturday) and before 9am and after 6pm on Sundays and public holidays. The hirer undertakes to comply with any government or local authority laws.

Facilities will be made available for after-school activities, functions and meetings related to our core business of primary and secondary teaching as well as organised sport and recreation. These activities could involve members of the Diocesan community and/or other community groups.

School needs will take precedence and whilst every effort will be made to make the required facility available, the school reserves the right to change the location of a booking to another suitable venue and undertakes to discuss this with the hirer prior to the booking.

Weddings can be held in the School Chapel but are restricted to the weddings of Old Girls or Staff. Any bookings requiring the use of the Chapel, should be directed to the school's Chaplaincy team.

### HOCKEY SPORTS TURF AND TENNIS/NETBALL COURTS (including floodlights)

In accordance with our Resource Consent conditions, the hockey Sports Turf, tennis/netball courts and floodlights shall only be used during the following times:

|                        | <b>Monday - Friday</b> | <b>Saturday</b> | <b>Sunday</b>    |
|------------------------|------------------------|-----------------|------------------|
| During School Term     | 7.00am – 8.30pm        | 8.00am – 5.00pm | 10.00am – 5.00pm |
| During School Holidays | 8.30am – 8.30pm        | 8.30am – 5.00pm | 10.00am – 5.00pm |

The hockey sports turf/tennis/netball court, lighting facilities shall be used only for school related activities, or community use for sporting purposes (excluding regular club use), and large scale tournaments (5-10 teams) shall be limited to six events per calendar year.

Entry into the turf area will be electronically time controlled to prevent entry in accordance with the Resource Consent conditions.

### **CHARGES**

Diocesan School for Girls (the School) will let its premises or part thereof at the charges set and as amended by the School from time to time, subject to the following conditions.

1. All hire charges are payable in advance
2. The school reserves the right to charge a bond of up to \$1,000 (GST exclusive) which will be payable in advance to the Diocesan School for Girls' bank account 03-0195-0013812-00 and will be refunded within 15 working days following the hire. You will be notified of any additional costs or on charges that may be deducted, otherwise the bond will be refunded in full by means of electronic transfer or bank cheque. Please ensure that we have the correct billing name and your bank account number so that the bond can be refunded
3. Upon receipt of a non-refundable deposit of \$100 (GST exclusive), payable direct to the Diocesan School for Girls' bank account 03-0195-0013812-00, confirmation of your booking will be emailed to you
4. The balance of the function fee is payable no later than 5 working days prior to the event. In the event of the function fee being less than \$100 (being the non-refundable deposit), full payment will be required before confirmation of the venue is given
5. In the case of long-standing annual arrangements, bookings will be invoiced monthly, with payment due 10 days after the date of invoice
6. Cleaning and security charges will be levied for any bookings occurring over the weekends or school holidays as these contractors will need to be especially brought in
7. If the School's property team is required to set up or clear a venue, an additional fee of \$30/man hour will apply.
8. If our contractors or staff are called to a venue by the hirer there will be a call out charge of \$45 per visit. Hirers will be advised of this if applicable.
9. **Invoices will be issued and the bill can be paid by Direct Credit to the School's account at Westpac Bank, Newmarket, account number 03-0195-0013812-00. Please include a reference of name of hirer (organisation), function and date to which the payment applies.**

### **CANCELLATIONS/CHANGES TO CONFIRMED BOOKINGS**

All cancellations and changes to confirmed bookings must be made on the Venue Bookings Form at least 10 working days in advance of the date booked or else full payment will be required. Cancelled bookings will result in the forfeiture of the \$100 non-refundable deposit.

### **CONTACT DETAILS OF HIRER**

The hirer agrees to appoint a primary liaison person for the School to deal with. The hirer must furnish a permanent address, email and cell phone contact number. The School is to be advised of any change to contact details. Failure to do so shall entitle the School to cancel any booking reservation and to hire it to any other hirer.

### **SUBLETTING**

Sub-letting of the premises or any part thereof is absolutely prohibited except with the written consent of the School.

### **LOSSES OR DAMAGE**

The hirer will be responsible for, and be required to make good, any loss or damage to property or chattels occurring during occupation. The hirer shall report such breakages or damage to the Bookings Administrator by the next working day. The School reserves the right to charge for the cost of repair or replacement of damaged items. Should the damages result in an insurance claim, the hirer will be responsible for the payment of any claims deductible or excess applied by the School's insurers under its policy. The School's insurers may also apply their recovery rights against the hirer in event of any incident resulting in a claim under the same policy/ies. As this agreement imposes liability on hirers or users for loss or damage to school owned property or property owned by others, the hirer is advised to seek advice from their own insurers and advisers.

### **OCCUPATIONAL SAFETY AND HEALTH**

A hirer undertakes to ensure that the School's facilities and equipment are used in a safe manner and that no unsafe practices or behaviour is tolerated. The emergency evacuation procedures are on display in the areas being used. The hirer undertakes to familiarise him/herself with these procedures and to advise users of evacuation procedures, including pointing out the exits, advising participants of an assembly location and ensuring that a roll is taken to account for all persons present. The hirer undertakes to have a first aid kit available in the case of an emergency involving one of its participants.

## HEALTH AND SAFETY

Diocesan School for Girls is committed to the provision of a safe and healthy environment for its employees, clients, service delivery partners, contractors and the general public. Diocesan recognises that this commitment will only be achieved with positive leadership, the provision of necessary resources, and continued pursuit of best practice in occupational health and safety.

### 1. HIRER RESPONSIBILITY

Diocesan School for Girls expects every member of its community (including the Hirer) to accept personal responsibility for promoting the safety and well-being of themselves and those involved in, or affected by, Diocesan School for Girls activities. Diocesan School for Girls also expects that all those involved with an Event, including the Hirer, will familiarise themselves with and uphold Diocesan School for Girls Health & Safety Requirements (a copy of which will be provided prior to the Event Date). The Hirer agrees to provide a Health and Safety plan, including an Event Risk Management Plan, at least fourteen (14) Working Days before the Hire Period begins to allow adequate time for Diocesan to review and if in order, approve in writing. The Hirer acknowledges that access to the Venue during the Hire Period will not be provided until such time as Diocesan has approved the same in its sole discretion. The Hirer will ensure that every employee, contractor, performer, agent or invitee of the Hirer working or otherwise at the Venue during the Hire Period acts in accordance with and at all times complies with: a. the Venue's "house rules" and policies and procedures regarding health and safety, including but not limited to evacuation procedures, maximum number of persons at the Venue etc.; b. any applicable safety programme including without limitation the "Guide to Safe Working Practices in New Zealand Theatre and Entertainment Industry" which is available at <http://www.etnz.org/> c. the obligations and duties under the Health and Safety at Work Act 2015; and d. the Venue's "Smoke Free policy" and the Hirer's obligations under the Smoke Free Environments Amendment Act 2003. The maximum number of persons that can be admitted to the Hirer's Event will be determined by Diocesan's Emergency Evacuation Plan and the New Zealand Fire Service's recommendations and will be advised to the Hirer by Diocesan. The Hirer must ensure that the number of people in the Venue during the Event does not exceed the maximum capacity.

### 2. COMPLIANCE

The Hirer must ensure, so far as is reasonably practicable, it will comply with all duties and/or obligations it has in law, including requirements of the Health and Safety at Work Act 2015 (and any amendments). The Hirer agrees, so far as is reasonably practicable, to consult, co-operate with and co-ordinate its activities with Diocesan School for Girls in relation to any Event.

### 3. NOTIFICATION

The Hirer will immediately notify Diocesan School for girls of any risks or hazards which the Hirer observes or become aware of at the Venue. The Hirer must also immediately notify Diocesan School for Girls of any incident, accident or notifiable injury, illness, incident or event it becomes aware of at the Venue including those involving any equipment or Persons Under Hirer's Control, and the Hirer will provide Diocesan School for Girls with such assistance as may be reasonably necessary to conduct any incident or accident investigation at no cost to Diocesan School for girls.

### 4. ELIMINATION

The Hirer agrees to take all reasonably practicable steps to ensure risks to health and safety are eliminated, if the risk cannot be eliminated then minimised, and it shall have due regard to any risks that may arise in performing its obligations under this Agreement. The Hirer acknowledges and accepts that Diocesan School for girls will have access to the Venue at all times in order to review, monitor and/or audit the Hirer's health and safety procedures and practices. If Diocesan School for Girls considers that there are any unsafe conditions or activities in the Venue, it will inform the Hirer's representative and ask them to ensure that necessary action is taken promptly to make the area safe. If Diocesan School for Girls reasonably considers that the action taken is not adequate, it may, at the Hirer's expense, remove people, vehicles or any other property from the Venue or refuse any person access to the Venue. The Hirer authorises the Duty Manager to take such actions as set out in this clause.

Also included in this agreement, Diocesan will provide current

- Site/venue maps
- Evacuation maps and procedures
- Venue risk analysis plan
- House rules
- A blank template of a Health and Safety plan for the hirer to complete
- A blank template of an event risk management plan for the hirer to complete

## **IN THE EVENT OF A FIRE**

The Hirer is to appoint a building warden who will brief participants on the evacuation process, and assembly point. This person will ensure that the venue is cleared and participants are accounted for.

In the event of a fire, evacuate the building from the nearest exit, and assemble on the school field. Do not re-enter the building until the "All Clear" has been given by the Fire Service (see attached Emergency Evacuation map).

## **RIGHT OF ENTRY**

The School reserves the right for Diocesan Management, property or security staff to enter the premises or any part thereof at any time when the venue is engaged, for any purpose. The hirer agrees to abide by any instruction given by an authorised representative of the school, such as a member of the property staff or the school's security company.

## **SECURITY - OPENING AND CLOSING OF THE PROPERTY**

The property shall be opened at the pre-arranged time, by the School's security provider. Should the event require set up or take down of equipment after the event, this should be discussed at time of booking and hours extended to accommodate this. Lights and power will be turned off, the property secured, alarms activated and gates locked by the School's security provider, at the end of the period booked. Security costs (opening and locking up) will be passed on to the hirer at times when the school's current security arrangements are not in force, but definitely over weekends and school holidays.

School venues and grounds must be vacated at the agreed (booked) departure time or an additional charge will be levied. The user will, upon vacating the premises, securely close and lock all windows and doors, where possible.

The School reserves the right to insist on additional security staff to be on site during a function, where it deems this necessary. The cost of security will be passed on to the hirer. Any call-out charges incurred as a result of a false alarm activation, will be passed on to the hirer.

The School or its security company has the right, should it be deemed necessary, to request vacation of the site and to close and lock the property.

There may be instances where a staff member is involved with the activity for which the booking has been made. In such instances, with prior approval and a signed undertaking that the staff member will open and secure the school premises before and after each event, the school undertakes to waive the security charge.

## **CLEANING**

Hirers are responsible for packing down, tidying and removing any rubbish from the venues. Any furniture which has been moved, should be returned to its original location. Bathroom and kitchen facilities are to be left tidy and the hirer must ensure that all taps and electrical equipment are turned off and dishes washed and returned to the correct place. All lights and heating should be turned off. During School holidays and over weekends, cleaning will be arranged and cleaning costs passed on to the hirer at the published cleaning rate. During weekdays, in term time, the existing cleaning regime will usually be sufficient, however, the School reserves the right to charge for cleaning if required.

If the School decides that extra cleaning is needed because of your event, extra cleaning charges will apply.

## **PORTABLE EQUIPMENT / ITEMS**

The School is able to provide certain portable items at an additional cost. Any portable property should be secured and arrangements made for their return to the School representative.

## **COMMERCIAL PHOTOGRAPHY AND FILM LOCATION USE**

Conditions and charges for commercial photography and film location use are available on application to the Director of Development and Community Relations.

## **GENERAL CONDITIONS**

1. The premises shall be used for the purpose stated at the time of booking and for no other purpose
2. Hireage of part of the premises shall not entitle the hirer, his/her agents and guests to access the remainder of the premises. Only the specified venue which has been booked, is to be utilised by the hirer.
3. There may be a rental and/or custodial charge and your organization is required to provide a Certificate of Public Liability Insurance for a minimum sum insured of \$2,000,000 or as we may amend
4. No liquor shall be brought on to the school premises or served unless prior approval has been given by the School and a liquor license, approved by the Auckland City District Licensing Agency, obtained. An owner's consent (letter from the school) and application form are required and you should allow 25 working days for the application to be processed. Failure to comply with this will result in the closure of your function and/or a significant fine
5. Prior approval needs to be obtained for the use of any sound system or the play of live music, and if approval is given, shall be set to such a level as not to disturb the neighbours or any other visitors to the School
6. As a number of school events occur during the evenings or over weekends, parking may not be available in the school grounds. Vehicles shall be restricted to designated parking areas. No parking is permitted on grass areas

7. Please be aware that the School is situated in a residential area. Limited off street parking is available. Users parking on the surrounding roads are asked to be courteous of the School's neighbours and to reduce their noise level to an absolute minimum. Anyone parking over a driveway or in limited parking may be towed or fined.
8. No animals are allowed into the School grounds or buildings without prior approval
9. The moving of or interference with any tree, plant or garden furniture and ornaments within the School grounds is strictly prohibited
10. The School is a smoke-free zone. Smoking is strictly prohibited within the school grounds or any of its buildings
11. The lighting of fires or the use of pyrotechnic (fireworks) is strictly prohibited.
12. The suspension of decorations of any description is prohibited without the prior approval of the School
13. No screws, nails, adhesive tapes or other fasteners are to be fixed to or driven into the walls, floors or any other part of the building. The hirer is responsible for removing any temporary displays, including tape, at the end of their session
14. No property belonging to the School is to be removed from the premises
15. Any maintenance requirements are to be reported to the Bookings administrator
16. Electrical work by persons other than a registered electrician approved by the School, is prohibited, and the nature of the work must also have prior approval from the School's property manager
17. Where a specialist room, such as a Science laboratory or Technology or Art room is required, the School reserves the right to request proof that the tutor is appropriately qualified
18. The car park area shall only be used for school visitors and staff.
19. The hockey facility and grounds, including changing areas are to be kept and left in a clean and tidy condition. The following etiquette is to be strictly adhered to by all members and supporters of your Club, School or organisation:
  - Clean rubber soled footwear is to be worn on the turf (shoes with plastic ridges damage the turf and are not to be worn)
  - Players enter and exit the turf area promptly via the gates
  - There is no practicing in the match circles
  - Bleeding players are taken off the turf immediately
  - Bins are used for the disposal of rubbish, taping and drink containers
  - There is no smoking on the School site
  - There is to be no spitting
  - No warming up on the turf before your allocated time
  - No hitting the ball against the fences
20. The School has the right to cancel any booking if circumstances make the turf unusable
21. Whilst the School does provide venues for hire, it does not supply a full event management service
22. Neither party shall be liable in damages or have the right to terminate this Agreement for any delay or default in performing hereunder if such delay or default is caused by conditions beyond its control including, but not limited to Acts of God, and/or any other cause beyond the reasonable control of the party whose performance is affected.

#### **Additional costs:**

##### **CLEANING**

Charges will be levied where hireage falls outside of our regular school contract hours e.g. over weekends or school holidays, currently \$50 per hour.

##### **SECURITY**

Charges will be levied where hireage falls outside of our regular school contract hours e.g. over weekends or school holidays, currently \$45 per visit.

##### **SET UP and TAKE DOWN**

If the Property Team is required to set up/take down equipment and furniture, there will be a charge of \$30/ per man hour.

##### **AUDIO VISUAL EQUIPMENT**

AV Equipment rates available upon application. A technician will be booked to provide training on the use of equipment.

##### **DISCOUNTS**

Discounts will be considered in the following instances only:

|  | Discount Rate |
|--|---------------|
| Where participants in the activity include Diocesan students or staff, an attendance roll may be required to verify involvement:<br>If up to 20% of the participants are Diocesan students or staff<br>If more than 25% of participants are Diocesan students or staff | 10%<br>15%    |
| Where the facility is hired by a staff member for a private event or activity  | 15%           |

\* Additional cleaning and security costs may apply  
Any additional consumable items or equipment will be charged for

## VENUE HIRE AGREEMENT

By signing this agreement, the hirer agrees that he/she has familiarized himself/herself with the conditions of hire, safety and evacuation procedures and agrees to comply with these. The School reserves the right to cancel the agreement if the above conditions are not met by the hirer.

Signed: \_\_\_\_\_  
Hirer

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Diocesan School for Girls

Date: \_\_\_\_\_

Please sign, retain one copy and return the second copy to:

Venue Bookings – Elise Timoti  
Diocesan School for Girls  
Clyde Street  
Epsom  
AUCKLAND 1051  
[venuebookings@diocesan.school.nz](mailto:venuebookings@diocesan.school.nz)





# DIOCESAN SCHOOL FOR GIRLS

## VISITORS MAP

### Please Note

- ◆ All visitors are to register at School House Reception
- ◆ In the event of a Fire go to the Sports Field Assembly point
- ◆ Vehicles enter at Clyde Street and exit at Margot Street
- ◆ Limited visitor parking is available outside Dawn Jones Sports Centre
- Reception Areas

