



LIVINGSTONE HIGH SCHOOL

CONTRACT: CONDITIONS FOR HIRE OF SCHOOL HALL

Facilities for hire at the school's discretion. (Right of Admission reserved).

1. Hall and the foyer (excluding the Mezzanine)
2. Kitchen
3. Toilets
4. Parking area
5. Excluding the change rooms, sound, tables, chairs, crockery and cutlery
6. The school does not supply soaps, detergents, cloths, toilet rolls, cleaning products, etc.

Booking Procedure

1. Bookings are subject to availability and to the school's calendar.
2. All bookings must be directed to the Hall Committee. Via the office.
3. All deposits and payments to be paid into the school's bank account. (FNB 200109, Acc: 50151490642) kindly email proof of payment to the school (livingstonehighschool@gmail.com)
4. A refundable deposit of R800,00 must be paid to confirm the booking once the application is approved. In the event of cancelling your booking, you will forfeit your deposit.
5. The balance must be paid at fourteen (14) days prior to the function.
6. The hiring contract is to be signed by both a representative of the hall committee and the Lessee.
7. The hiring fee (where necessary) excludes the following:
 - a) An amount for the security guard to monitor and control access.
 - b) The cost of cleaning the hall.

The above must be organized by the Lessee.

8. The Bursar is responsible for the payment of refunds.
9. On no account is the Hall to be hired out for a rave or any other such function that targets adolescents: nor any fundraising events.
10. Only adults (21 and older) will be allowed to lease the hall.
11. The Hall Committee has the right to stop any function where the hall has been hired under false pretences. **The deposit will be forfeited in such a case.**
12. If Lessee wishes to use/prepare the hall with decorations, etc. The night before (if it is available) normal hiring fees will apply (R300,00 per hour)

Refund/Withholding of deposit

1. The premises to be inspected by a representative of the Hall Committee the day after the function.
2. The Lessee will be responsible for any breakages, damage and cleaning.
3. Where the deposit does not fully cover the cost of repairs, Lessee is to cover the balance in addition to forfeiting the deposit.
4. Since the hall is in a residential area, a Lessee is reminded of the following Municipal ordinance which forbids any person to use any loudspeakers or other device for the reproduction or amplification of sound there from is audible **beyond the boundaries** of the school property and materially interferes with the ordinary comfort, convenience, peace or quiet of the occupiers of neighbouring properties. Any default on the part of the Lessee will result in the deposit being withheld.

Tariffs and times of hire

Private Functions (Weddings, parties etc)

Refundable Deposit: R800,00

Hiring Fee: R300,00 per hour or part thereof

The Hall Committee has the right to determine the tariffs for other events/organizations/functions not covered above.

Given that the Hall is in a residential area, no function may end later than 12 midnight.

Delivery of hired goods

All hired goods are to be delivered via the Leraar Road entrance and on the day of the function. The time of delivery to be arrangement. All hired goods to be collected within two days of the function unless the school requires the use of the hall within two days, in which case, collection needs to be sooner.

Entry

All entry and departure will be via Leraar Road.

DISCLAIMER

The school shall not be liable for any loss or damage in which the Lessee may be involved in consequence of any defect or neglect in the arrangement attending the letting of the property, however caused or arising in any way from the hire of the property and the Lessee hereby indemnifies the school and keeps the school indemnified against all actions, suit, proceedings, claims demands, cost, damages and expenses which may be levied or made against the school or which the school may sustain or incur by reason of any injury or damage to persons or property of any persons arising directly or indirectly out of the Lessee's occupation at or use the property and the Lessee hereby further indemnifies the school and keeps the school and keeps the school indemnified against all costs, damages and expenses which may be suffered by the school as a result of any damages whatsoever nature caused to the property of the school arising directly or indirectly out of the Lessee's occupations at or use of the property.



APPLICATION: HIRE OF LIVINGSTONE HIGH SCHOOL HALL

DATE:	REF NO.:
NAME OF APPLICANT:	
ADDRESS:	
POST CODE:	HOME TEL:
CELL:	OTHER:
DATE OF HIRE:	HOURS OF HIRE:
TYPE OF FUNCTION:	

Hiring Fee: Refundable deposit: R800,00 Hire: hours @ R240 per hour Caretaker: hours @ R60,00 per hour Transport Caretaker: Additional Cost: TOTAL		
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I undertake to abide by the conditions of hire as indicated and understand that refundable deposit will serve as guarantee any additional costs or damages caused.

Signature:

Name in Print:

Date:

Receipt No: (Deposit Paid) Date:

Balance Due: Paid in Full:

Banking Details:

Bank: FNB - CLAREMONT

Branch Code: 200109

Acc No.: 50151490642

Reference: LHS Hall Hire

Kindly email a copy of proof of payment (Attention: E Saunders) Please note all payments must be made directly into the bank account.