

Terms and Conditions of Hire

College buildings and facilities are provided primarily for College activities. However, community groups and external providers may hire some facilities on a limited basis subject to venue availability. The College reserves the right to refuse to hire any or all of its facilities and also to cancel a hire agreement when the facility is required for a College activity.

College buildings and facilities are not available for hire during school hours in term time or on Sundays (as respect for the Sunday services). Also, other special facilities, including the Aquatic Centre and Canteen, are not available for hire.

External providers including sporting organisations, groups, small businesses and individual providers who seek to hire College facilities will be required to supply detailed information about the hire proposal for consideration. The application will need to include a copy of a certificate of currency, with respect to public liability insurance, that meets the College's satisfaction. The hirer will be responsible for the cost of repairs for any damage incurred to the premises or any equipment during the hire period.

1. Confirmation of Booking/Deposit

A deposit may be required to confirm your facility booking. If the deposit and booking form are not received, All Saints' College has the right to allocate the space to another client.

2. Confirmation of Final Numbers

Final numbers must be confirmed in writing 14 days prior to your booking. If final numbers are not provided the highest estimated number of guests as advised on the booking form will be confirmed. If numbers increase on the night, the client must pay for the extra cost. If the numbers decrease on the night, the client must pay for the confirmed numbers.

3. Cancellation

All cancellations must be made in writing to the Facilities Coordinator. In the event of a cancellation the deposit is refundable only when a minimum of three weeks' notice is given prior to the function date.

4. Smoke Free

The College campus is a smoke free environment.

5. Animals.

Pets are not permitted on College Campus or surrounding grounds except for registered assistance animals.

6. Price Variation

Whilst we endeavour to keep our prices as low as possible they will be reviewed annually. Should an increase occur, this will be subject to a term's notice.

7. Cleaning

All College rooms must be left clean and tidy with furniture repositioned as found. However, furniture within the Chapel is not to be rearranged. Vacuuming and mopping are usually included in the room hire, however all rubbish and external equipment must be removed from the room. Booking and paying for our staff, for a minimum of three hours, is an option for packing away functions and cleaning. A cleaning fee may be charged in addition to your hire charges, for more details contact the Facilities Department.

8. Storage

All belongings are asked to be collected at the conclusion of your hire. Unfortunately, there are no facilities for storage of any items on the premises. All Saints' College does not accept responsibility for the damage or loss of goods left on the premises prior to, during or after a booking.

9. Alcohol

Alcohol may not be consumed on the premises unless approved by the College and the appropriate liquor license has been obtained.

10. Equipment, Decorations and Entertainment

We are more than happy for you to arrange special equipment, decorations or entertainment for your booking. However, these must be organised externally. No smoke machines or any other equipment that may cause the smoke alarm to activate, are to be used inside the premises. Fire Brigade call out fees will be payable by the Hirer.

To avoid permanent damage to the premises we ask that decorations are limited to the tables and not attached to walls, ceilings or windows. If you do have wall decorations, they must not be fixed to the wall with anything that will mark, scratch or damage the surface in any way. Confetti and glitter are not permitted on College grounds, a cleaning charge may apply if these are used.

11. Venue access

Access to the venue varies for each individual booking and must be discussed with the Facilities Coordinator, we will endeavour to give you access to the venue for set up as early as possible.

12. Signage

Nothing is to be nailed, screwed, stapled or adhered to any wall, door or other surface or part of the building. Signage around the school is to be kept to a minimum and must be approved by the Facilities Coordinator.

13. Security

The client is responsible to conduct the event in an orderly manner and in full compliance with the applicable laws. All Saints' College reserves the right to intervene or eject any or all guests from the premises if their actions are considered illegal, noisy or offensive.

14. First Aid

All Saint's College does not take responsibility for any incidents that require first aid during your hire.

15. Footwear

Footwear must be worn at all times on campus.

16. Reporting

Hirers agree to immediately report any concerns they have that might impact on the safety of any persons in and around College facilities to the caretaker.

17. Vehicles

All vehicles utilising the car park facilities of All Saints' College do so at the risk and expense of the vehicle's owner. All Saints' College accepts no liability for any damage caused by other vehicles. If the hirer is holding an event where the crowd or participant numbers are expected to reach over 200 people, parking attendants may be required. Prior arrangements must be made with the College regarding this.

18. Legal costs

The College reserves the right to take legal action for recovery of outstanding debts. Any expenses, costs or disbursements incurred by the College in recovering any outstanding debts and charges, including debt collection agency fees and solicitor costs, shall be recoverable by the College.