



**SOUTH
YARRA
SPORTS**

SOUTH YARRA SPORTS
679 Chapel Street, South Yarra, 3141
Ph (03) 9823 7116
Fax (03) 9826 8767
Email bookings@sycs.com.au

2012 CLASSROOM BOOKING FORM

Organisation/ Club/Team Name	
Contact Name	
Mailing Address	
Suburb	
Postcode	
Email Address	
Telephone	Bh
	Ah/Mobile
	Fax

Day/s requested	Date/s requested	Time/s requested	No. of Rooms or School area requested	Equipment required (AV, Data projector)	Furniture required

Please Note:

- Bookings will not take effect until an agreement has been signed for Conditions of Hire and a confirmation letter or email is received.
- Payment is required prior to the commencement of all bookings unless by prior arrangement with management

SIGNATURE OF HIRER _____

DATE _____

OFFICE USE ONLY.

Staffing:

Cleaning:

Other information or Charges:

Payment Schedule:

Confirmation letter/email (date):

**Conditions of Hire – Classrooms
South Yarra Sports**

Casual Classroom Hire Charges per Hour:

- Single Classroom \$36.00 per hour (GST inclusive)
- Lecture Theatre \$82.50 per hour (GST inclusive)
- Dining Hall \$82.50 per hour (GST inclusive)
- Memorial Hall \$160.00 per hour (GST inclusive)
- Daily rates - negotiable

All bookings must provide a contact name and address details for emergency purposes.

Casual and one off bookings will be required to report to the reception of South Yarra Sports prior to the booking time to settle hire charges.

South Yarra Sports, located on the school grounds, manages the operations of this facility. South Yarra Sports must be contacted and advised of all situations arising, pertaining to the health and safety of user groups, including the reporting of hazards and damage to equipment and property. The South Yarra Sports Centre can be reached at

679 Chapel Street, South Yarra
03 9823 7116 or 03 9823 7172

- No chewing gum is permitted in the classroom areas
- Offensive language will not be tolerated
- Offensive behaviour will not be tolerated
- Melbourne High School classrooms and buildings are non-smoking and dry areas. Alcoholic beverages may not be sold or consumed on the premises, unless written authorisation has been granted.
- Chairs and tables need to be returned to their original classroom set up, and/or returned to the appropriate rooms.
- All rubbish and decorations are to be removed and the venue left clean. Failure to do so will result in additional charges.
- Hirers are not permitted to use electrical and/or audio visual equipment that are in the rooms, without prior arrangement.
- No sticky tape is to be used on painted surfaces. Nails, bolts, screws, pins etc are not to be driven into any surfaces.
- Any damage caused to the facility during hire by a user group will be costed in consultation with the hirer, who will then be required to pay all associated costs.
- South Yarra Sports/Melbourne High School staff reserve the right to expel any participant for misconduct and/or unruly behaviour

Please respect the School, the Sports Centre, all equipment, the change rooms and all associated facilities and keep them clean. This will maintain the condition of the facility for your continued enjoyment.

Emergency Procedures:

Follow these steps in an emergency:

- Stop all activities and alert all participants to leave the effected area immediately.
- Proceed to the designated or nearest exit as indicated by South Yarra Sports staff.
- If the situation occurs after hours contact Emergency Services (000) then contact South Yarra Sports on call manager