1. **Hiring Fees**
   You agree to pay the School a bond in the sum of $400. The bond is payable on the date specified in the Confirmation of Provisional Booking Letter. If the Bond is not paid by the due date, the booking will immediately be cancelled. If damage is caused to the Facility during the Hire Period, You authorise the School to deduct the cost of repairs from Your Bond. Similarly, You authorise the School to deduct from Your Bond.
   a. the cost of replacing any keys lost by You, and
   b. the cost of cleaning or re-instating the Facility if it is left unclean or untidy. After deduction of these costs the balance of Your Bond will be repaid to You.

2. **Decorations**
   ● If you wish to decorate the SAMMAT, please check prior to the function when it will be available.
   ● **Decorations must not be placed near air conditioning ducts or fans.**
   ● Please ensure that no nails or anything else which could damage or mark exterior or interior walls is used.

3. **Prior to vacating premises**
   Please ensure that:
   ● The urn has been emptied and turned off
   ● Cook top and oven have been cleaned and turned off
   ● Kitchen exhaust fan has been turned off
   ● Refrigerator has been emptied and turned off
   ● All lights, both internal and external, including toilets have been turned off
   ● The airconditioning/fans have been turned off
   ● Water heater has been turned off
   ● All windows and doors are locked
   ● Notify and arm security system

4. **Key/s**
   ● Please contact the School Office to make arrangements to collect and sign for key/s.
   ● Key/s must be returned to the School Office as soon as possible after the function.
   ● Loss of key/s may entail replacement of locks and this will be at the discretion of the School and is at the liability of the Hirer.

5. **Emergency Contact Details**
   Paul Bennett 0407 726 241
   Gennaro Mannella 0413 134 526
   Steven Payne 0417 080 841
   Gawler Police 8522 1088

6. **Risk Assessment Agreement**

   Risk Assessment Agreement Form to be completed.