



Venue Hire

Policies and Procedures

Objective

1. The aim of the venue hire policy is to:
 - Create a guideline for all reservations and hiring of the venue; and
 - Clarify the procedures required to hire any part of Golden Grove Primary School's (GGPS) property for social and/or commercial purposes.

The Property

2. The property for hire includes, but is not limited to:
 - 2.1 The School Hall
 - 2.2 The School Field
 - 2.3 The School Swimming Pool
 - 2.4 The Boardroom
 - 2.5 The Staff recreation room including kitchen
 - 2.6 Therapy rooms/spaces
 - 2.7 Main Kitchen
 - 2.8 Available classrooms
 - 2.9 Any portion of the property to be leased on a long-term basis

Principles of Hiring

3. GGPS, the School Governing Body (SGB), the School Management Team (SMT), the school community and external stakeholders undertake to adhere to the policies listed hereunder, developed in accordance with the South African School's Act No 84 of 1996 (SASA) and the Constitution of the Republic of South Africa (Constitution).
4. All hiring will be managed by the delegated person appointed by the SGB, currently the **Venue Hire Administrator**, to do so and all finances will be administered by the **School's finance office**.

5. The Venue Hire Administrator will be authorised by the SGB to manage applications made by community organizations and is required to provide feedback on these applications at the next SGB meeting.
6. The Venue Hire Administrator will consider the use of the hall by educators for lessons/activities as priority and internal requests will take preference to applications received from outside the school.
7. Notwithstanding the above, activities/events such as Grade R Orientation Day, Grade 1 Open day etc. will be given preference and the Venue Hire Administrator will inform the teachers/tenants timeously, so that alternate arrangements can be made on the affected day.
8. The Venue Hire Administrator will ensure the opening and closing of the venue, as well as being on site on an adhoc basis during the function in consultation with the Security Officer, if required, to ensure the smooth running of events.
9. The Venue Hire Administrator or the Security Officer will be allowed to sign out keys as per key register for the sole purpose referred to in 8 above.
10. Hiring of the school field, swimming pool, or any part or combination thereof would require authorisation from the SGB at least one month prior to the event date, unless a valid reason for late application is given. A motivation by the individual/company should accompany the application form.
11. GGPS, its Principal, teachers, coaches and/or staff may not enter into any short, medium or long-term hiring agreements with any individual and/or group without written consent from the SGB.
12. The rates for hiring any part of the school property is determined by the SGB and cannot be renegotiated by or with the Principal, teachers, coaches, staff or management team.
13. The venue which is being hired should be in the same condition at the end of the hiring period as it was at the beginning of the hiring period, or a charge will be levied against the deposit to clean the venue or to cover any damage caused during the period the venue was hired. If the amount of the deposit is not sufficient to cover cleaning expenses and/or damages, the additional amount will be invoiced to the hirer and will be payable immediately.
14. The list of venues and/or tenants and rates are outlined in Annexure 1, which is subject to annual review by the SGB.
15. Should GGPS require the premises at the time when it is hired to any of the long-term tenants, GGPS requirements are preferential to that of the tenants. The affected tenant will be informed at least two weeks prior to the "conflict" date and the affected tenant will be required to make alternate arrangements.
16. Staff and the SGB of GGPS may not book the venues on behalf of third parties.



17. The Principal may at his/her discretion allow for the use of the premises for education related meetings / workshops at the request of educators who are part of networks / groups / unions / or at the request of the WCED, however school usage activities receive preference. The Principal is allowed to hire the premises for the above-mentioned activities for one activity per quarter at no cost.
18. All fundraising managed by the Golden Grove Parent Network Group (GGPNG) would be required to submit the requisite documentation at no charge for the venue, dependent on SGB approval for such an event.
19. A function requiring overtime cleaning will be charged a fee as outlined in Annexure 5.
20. No equipment belonging to GGPS, in use or defunct may be removed from the premises under any circumstances.
21. Keys to the venue will be held by the Venue Hire Administrator/Maintenance Supervisor/Security Officer and cannot be borrowed to an Event Organiser/Hirer/Tenant.
22. No smoking, alcohol or firearms will be allowed at any events held on GGPS premises.

Hiring Procedures

23. Individuals and organisations will be required to complete the GGPS Venue Hire application form Annexure 3 which is available from the Venue Hire Administrator. A refundable deposit as per Annexure 1, will be required upon acceptance of the event.
24. The form would need to be submitted to the Venue Hire Administrator, along with the supporting documents listed on the application form, who will in turn forward it to the Finance office.
25. All venue hire applications should reach the Finance office at least 1 month prior to the event date.
26. A Confirmation of Use letter; Annexure 4(a), will be provided to the Event Organiser no later than 5 days after submission, whereupon a refundable deposit will be required upon acceptance together with the completed risk indemnity form, Annexure 7.
27. The refundable deposit will be due for payment within 2 business days after the Confirmation of Use letter above has been issued. If no payment is received by the due date, the reservation will be cancelled and be made available to the next applicant.
28. A letter of Decline; Annexure 4(b) will be provided when the venue is not available.
29. Once the deposit payment has been received, the required venue will be booked and diarised on the venue hiring calendar by the Venue Hire Administrator and the Finance Office.



30. The actual rental payment will be due for payment 21 days before the event date to confirm the reservation.
31. No refund of the deposit or actual rental payment will be made if any event is cancelled by the applicant 7 days or less from the event that the venue has been reserved.

Rates and Charges

32. The venue hire rate excludes sound equipment, tables, chairs and cleaning services.
33. A rate sheet for hire of equipment and/or services is available; Annexure 5.
34. The rate includes a limited space for parking, if available.
35. Any damages found to have occurred during an event will be charged directly to the Event Organiser/Hirer and deducted from any deposit paid. In the event the damages exceed the deposit, the Event Organiser/Hirer will be billed for the additional amount.
36. Events cancelled 7 days prior to the event will not be eligible for a refund.
37. A call-out fee of R370 will be charged for opening and closing to the Security Officer or the Venue Hire Administrator for any events where the premises has been reserved for a period outside of normal school hours. This amount will be payable together with the rental payment referred to in clause 30.

Laws and By-laws

38. All event planners are required to comply with all national, regional and local applicable laws. Copies of all compliance documents are to be provided to the Venue Hire Administrator before the reservation is confirmed. Examples of council compliance documents, but not limited to, are, noise compliance certificates (in the event that loudspeakers are to be used), traffic by laws, etc.
39. GGPS or any of its staff, learners or parents and the SGB is explicitly not liable or responsible to obtain any permission from any national, regional or local council for any event planned by the lessee. It is sole responsibility of the lessee to obtain the require compliance certificates for their event.
40. All Alcohol is prohibited on the property.
41. Event Organisers need to ensure that vehicles are parked in designated bays and do not block the access to the neighbouring premises under any circumstances. Vehicles found to be illegally parked will be clamped or towed. Release cost will be for the owner's account.
42. Furthermore, parking on school grounds is only allowed within the demarcated area. Any transgression will result in the deposit not being refunded and any future hire request will not be entertained.



Hiring Period & Handover

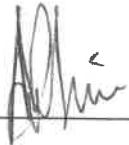
43. The hiring period shall not exceed 12 hours, any requirements for a longer hiring period will require a motivation to the SGB.
44. A venue hand-over process is compulsory prior to and post event, Annexure 6. This will be done by the Maintenance Supervisor/Security Officer/Venue Hire Administrator or delegated person and the Event Organiser.
45. The Event Organiser/Hirer to complete an indemnity form, Annexure 7.

Safety and Security


46. The safety of all patrons entering and exiting the property of GGPS is of primary importance and in some instances, depending on the nature of the event, GGPS may request the Event Organisers to provide a designated safety officer for the duration of the event.
47. Security is required for all external events and parking areas which is to be organised and paid for by the Event Organiser/Hirer.

Approved by the SGB on

14/11/2019



Mr Ahmed Dalvie (SGB Chairperson)


(SCHOOL PRINCIPAL)

Annexure 1:

List of venues and / or tenants + rates (all hourly rates are quoted per hour or part thereof):

	VENUE	2020 RATES
4.1	Hall	Functions: R1,200 refundable deposit; R450 per hour (minimum 3 hours); R110 per hour for Security (minimum 3 hours) if after school hours; R370 call out fee if after school hours. Any other requests, additional cost (As per Annexure 4)
4.2	Pool	For school/ education component / swimming club related events: R3,000 refundable deposit; R550 per hour (minimum 3 hours); R110 per hour for Security (minimum 3 hours) if after school hours; R370 call out fee if after school hours.
4.3	Field	R3,000 refundable deposit; R550 per hour (minimum 3 hours); R110 per hour for Security (minimum 3 hours) if after school hours; R370 call out fee if after school hours.
4.4	Display on School Fence	R100 per day – ✓ Depending on nature of display and duration ✓ Banner should be in good taste and not contravene any legislation ✓ NGO or Community Organization
4.5	Classroom	R200 refundable deposit; R100 per hour (minimum 1 hour); R110 per hour for Security (minimum 1 hour) if after school hours; R370 call out fee if after school hours.