



inspires individuals

Policy Procedure for Hiring and Booking Venues on College Campus 2019

1. Definition

This policy aims to clarify the procedure's involved in booking an event / facility and how all parties may have open lines of communication to avoid confusion and clashes. The purpose is to provide guidelines for the booking and hiring out of venues and the use of Bishops facilities.

2. Underlying principles

- a. School activities (Category A – no fees applicable) take preference in the allocation of facilities.
- b. Members of the Bishops permanent staff members (no charge for venue hire) and OD Union (Category B – reduced fees applicable) take preference after category A in the allocation of facilities. But must please ensure they abide by certain procedures and rules when booking Bishops venues.
- c. Category C comprises external parties wishing to hire venues for events. (Standard rates applicable) – all these requests go directly to marketing@bishops.org.za for consideration.
- d. Category D comprises external parties wishing to hire venues for events. (Preferential rates applicable, and fees will be discussed taking into consideration charity organisation and relationship building) – all these requests go directly to marketing@bishops.org.za for consideration.
- e. Any booking of private events has to be made through Marketing and Events Manager and cannot be booked directly on the system.

Therefore, staff should not book venues online for external groups or individuals without liaising with Marketing and Events.

- f. School fields are not to be hired out to external parties except in special circumstances and only after permission has been given by the Business Manager, after consultation with Teachers in charge of Sport (dependant on season) and Grounds Manager.

Important notes:

- a. All external sporting sides of a lower level would pay the full rate. By exception, this rate may be lowered but the usage would be expected to be of a limited duration. Approval for this reduction needs to be forthcoming from the Executive.
- b. Other schools using our facilities are expected to pay the full rate for use of the facilities.
- c. All other income generating activities on the campus are to be billed at the full commercial rate.
- d. Permission may be granted for free usage of the facilities where this is of a charity/ church type activity – this would be forthcoming from the Executive. However this usage would be refused if it becomes too frequent or interferes with normal school operations.
- e. As a general rule the only accommodation provided in boarding houses is to school going children under the supervision of teachers. Exceptions may be made for teacher groups; church groups and any other adult group approved by the school executive.
- f. If staff - this means all staff i.e. full time; part time; stooges; sports coaches etc - want to operate private income generating activities on the school campus they must first obtain permission from the Executive. The Executive has the right to decline these requests on the grounds that this is not in the interests of the school or the teacher. Thereafter, the booking request must be made to the Marketing and Events Manager who brings all requests to the attention of the Executive as necessary. This is to ensure that the activity is viable in terms of other planned activities – if not viable it will be declined. There is no permission until both the headmaster and the Operations section have confirmed that the request is in order. This includes regular and substantial extra lesson programs; sports clinics; exam revision sessions; cultural activities etc. Staff will be billed at the full commercial fee for the use of the facilities. This policy must be read in conjunction with the Extra Lesson policy
- g. The charge rate for individual facilities is available from the Marketing and Events Manager. These rates are subject to annual updates and also may be increased depending on the planned activity and the client.
- h. Venue request from WCED are slightly different from other 'outside venue hire requests' and follows this procedure:
The staff member dealing with WCED has to find out what they are able to pay to hire the venue, what they are prepared to pay for catering.
That staff member arranges and books the venue and also liaises catering with Origin, keeping within strict budget from WCED.
WCED send their memorandum which gets signed by the Principal.
The staff member then liaises with cleaning and security regarding this event.

Once all this is in place Marketing & Events then get the total cost including venue and catering from the staff member arranging this with WCED and will process a Bishops invoice which will include the cost of venue hire and catering, the invoice gets copied to the Book keeper and the amount gets paid into nominal account 0261 1VEN, venue hire. Origin will then issue their invoice which will be authorised by Marketing & Events for processing and then gets paid out of 0261.

3. Process for internal school-related bookings

- a. Every day school activities must be booked online by the staff member responsible. This includes all school events i.e. House Dinners, Sports, Meeting for committees, etc.
- b. Should a venue already have been booked by another staff member, the staff member wishing to use the venue should contact the person who made the prior booking and

negotiate directly with him or her. If the staff members are unable to come to an agreement then they are asked to please go to the appropriate member of the Bishops executive.

- c. Staff must ensure that they book sufficient time before and after their activity to allow for set up of the venue before a function and clearing up afterwards i.e. when scheduling a lunch – book for the whole morning to ensure set up may be done in time and clean up after the event is able to happen.
- d. Staff using venues during or after school hours must arrange access with the Transport/Security Co-ordinator prior to the event as venues are locked after hours. Security must be informed of the event and they will organise to open and lock venues. We do not lend keys out for venues.
- e. External requests for the hire of Bishops venues should be directed to Marketing and Events, only in writing and via email. No telephonic bookings will be accepted.
- f. Requests for the use of any school furniture such as tables, chairs and desks must be logged on the actual online venue booking under “Additional Maintenance Requirements”. This must be done at least ten working days in advance. The school has limited stock so if you do not book in advance and there is no furniture left for your function you will be responsible to hire from an outside company and pay for the cost.
- g. When a school function requires overtime for cleaning then the department responsible for booking the function will be responsible for the compulsory payment/cost of a cleaner.
- h. No student or parent may book a function on behalf of a sport, cultural or house event, these events must be booked by the staff member responsible.
- i. No items in a venue may be removed without prior permission, especially in either of the Chapels.
- j. Film shoots are restricted to during school holidays unless special permission is given.
- k. If catering is required the staff member liaises directly with the caterer.
- l. Events should end no later than 23h00.
- m. Swimming pools – permission can only be given by sstemmett@bishops.org.za for external use. Strict control is required including the signing of indemnity forms kept by our Risk Manager.
- n. **AV**

Bishops does not offer AV in any venue to external requests – special permission may be granted by Executive after discussion. Staff need to book via email bookav@bishops.org.za

PLEASE NOTE THE FOLLOWING:

Please be aware that some venues have strict hiring restrictions and this will be discussed with the staff member directly responsible for that venue, but please make note of the important information below regarding some of these venues:

RICK SKEELES PAVILION

Due to the high demand for this venue, we are unable to hire this venue for external requests.

LUTGENSVALE FIELDS

These fields are not available for external events, i.e. birthday parties. People are allowed to walk their dogs and must obtain a key from the PA to the Business Manager bgabriels@bishops.org.za for R365 per annum.

JAGGER HALL

Due to the high demand for this venue, we are unable to hire this venue for external requests.

PRE PREP HALL

Due to the high demand for this venue, we are unable to hire this venue for external requests.

MEMORIAL THEATRE

Due to the high demand for this venue, we are unable to hire this venue for external requests.

This venue is primarily for use for internal Bishops productions, which include College, Prep and Pre Prep, drama classes, drama exams, and Eisteddfod.

Internal requests to use this venue must please speak to the Head of Drama before booking this venue online. This includes House functions, society meetings, miscellaneous school meetings, PA meetings, parent talks. When booking the Memorial Theatre we suggest you also look at bookings which might already have been made for Old Gym, which might impact on your function, also discussion with Founders House as Founders Terrace is used by them and can also impact on your function.

WOODLANDS PAVILION

This venue is not available for external requests (non-school related events) and is only available for Bishops related activities.

OAKS PAVILION AND OAKS FIELD

Due to the addition of the new rowing centre to this area, it is only with consent from the master in charge of cricket, master in charge of rowing and the grounds manager that permission is given for both internal and external usage of this facility.

SCTICC (*Steffan Coutts-Trotter Indoor Cricket Centre*)

Only certain members of staff have keys for the Centre and they are the only people who have the code for the alarm.

Boys training in centre must always be supervised by Coach/Adult.

- i. SCTICC is open during the following times:
Monday - Friday 12:00 to 19:00 (closed during holidays)
Saturday - 09:00 to 16:00
- ii. Bowling machine net is locked at all times - boys must be supervised by Bishops coaches when batting in bowling machine net.
- iii. Boys are welcome to use outdoor nets with their parents - no permission required.

This venue is not allowed to be hired out to external parties.

MEMORIAL CHAPEL AND BROOKE CHAPEL

Whilst Bishops is very happy to consider all requests to hire the Memorial Chapel for music concerts, we have to try and limit the usage as it is used extensively throughout the year for school functions.

Taking this into consideration, we are able to offer Memorial Chapel as a venue for outside concerts one per term except for the 2nd term of the school year as that is a busy term for us.

We will consider music concerts bookings during the school holidays, but please consider that the staff are all on holiday and that cleaning, security, set up etc might be difficult to arrange. The December holidays are extremely difficult to accommodate as all staff are on leave. The request will go to the Marketing & Events Manager who will co-ordinate if necessary.

If any advertising posters are created, please would you forward a proof to marketing@bishops.org.za for final approval so that the branding and name Bishops is correct on these posters. All information regarding your concert must be given to our main reception and music department as we often deal with queries on your behalf.

Whilst both the Chaplain and Music Director will help as and when they are able, please understand that the onus is on you, the hirer to provide music stand and anything extra you might require. Bishops will organise security to open and lock the Chapel plus toilets in the theatre foyer and K block, security will also guide people to parking and keep an eye on cars. Bishops will organize cleaners to clean the venue before and after your use. This is part of the hiring fee.

We do not offer AV in either of the Chapels unless permission is granted, please see point 'm' above. However, there is a mic at the lectern which may be used with permission from the Chaplain.

Please note:

Brooke Chapel may only be used, this includes both internal (school related functions) and external requests (non-school related functions), with permission from the Chaplain and Marketing & Events Manager.

Weddings/Baptisms at Bishops in either Memorial or Brooke Chapel will be considered, only if there is an affiliation of one of the parties to Bishops, and if it is approved by the Chaplain in accordance with The Church of the Province of South Africa's regulations on matrimonial procedure, and all paperwork is completed as per instruction from the Chaplain of Bishops. In this instance a donation should be made to the Chapel Fund.

Funerals are at the discretion of the Chaplain, and again a donation to the Chapel Fund would be acceptable.

Please note that, in accordance with the new Liquor Act, a liquor licence must be obtained from the proper channels for any function which has alcohol being sold to generate funds, and no one under the age of 18 years is allowed into the venue where alcohol is being sold.

Bishops does not hire out venues for 21st birthday parties or children's parties, unless special permission is granted by the Bishops Executive. If a party is held it may not continue after 23:00.

Please refer to the 2018 Terms and Conditions of Venue Hire and 2018 Booking Form for more information. External requests for venue hire will receive a copy of these documents to complete and return to confirm booking, and an invoice will be sent for hire fee.

Updated 14/01/2019