

DUBBO CHRISTIAN SCHOOL

Bible-based, Christ-centred schooling from pre-Kindergarten to Year 12



SCHOOL FACILITIES HIRE

Thank you for your interest in hiring Dubbo Christian School facilities. Please find enclosed information relating to this.

Dubbo Christian School is a well-established school and we are thankful to God for His provision of the great resources we have here. Hire of these facilities is very much dependent on the principles of good stewardship and sharing these blessings wisely outside of the school setting. The balance comes in the knowledge that our Hall, Gymnasium and facilities are primarily for educational use but it is a value to share what we have with the wider community in a wise and sustainable way.

We have enclosed:

- *a School Facilities Hire Application form*
- *School Facility Hire Rates*
- *Audio-visual Facilities And Conditions Of Hire (Hall) information*
- *a copy of the School Facilities Hire Policy*

Please ensure you read and are familiar with the terms and conditions as outlined in the School Facilities Hire Policy for hire of any part of our facilities. These have been prepared to ensure the principles above are implemented and any use of Dubbo Christian School facilities is consistent with our Christian values.

Please address applications to the Hall Caretaker, Mr Ian Bones.

Please note: Bookings are not confirmed until all paperwork has been submitted and the hirer has received a payment receipt.

Thank you for your interest in our school. If you have any questions or would like to view the school facilities available for hire, please contact Mr Ian Bones on 0427 820 044. We look forward to receiving your application.

Yours sincerely

A handwritten signature in black ink, appearing to read 'W Melville', with a long, sweeping underline.

Mr Warren Melville
Principal

SCHOOL FACILITIES HIRE RATES – April 2016

Prices include GST

Facilities	Duration	Non-Profit	Profit
Hall	Hourly	\$ 53	\$ 79
	Half day ¹	\$137	\$205
	Full day ²	\$263	\$394
	Evening ³	\$452	\$678
	After 11:00 pm (hourly) ⁴	\$126	\$189
Gallery	Hourly	\$ 42	\$ 63
	Half day ¹	\$126	\$189
	Full day ²	\$216	\$326
	Evening ³	\$305	\$457
	After 11:00 pm (hourly) ⁴	\$ 95	\$142
Hall and Gallery OR Gymnasium (2 courts)	Hourly	\$ 63	\$ 95
	Half day ¹	\$226	\$342
	Full day ²	\$426	\$641
	Evening ³	\$609	\$914
	After 11:00 pm (hourly) ⁴	\$168	\$252
Classrooms /Dressing rooms	Hourly	\$ 17	\$ 27
	Half day ¹	\$ 58	\$ 90
	Full day ²	\$100	\$153
	Evening ³	\$133	\$200
Kitchen	No dishwasher, cutlery or crockery used	\$ 79	\$121
	Using dishwasher, cutlery or crockery	\$184	\$279
Visiting Groups	Overnight stay incl showers (kitchen extra, see above)	\$10 per person \$100 minimum charge	\$15 per person \$150 minimum charge

Item for Hire	Notes	Cost per Event	
		Non-Profit	Profit
Stage Modules	<i>Please see Audiovisual Facilities and Conditions Of Hire information below. Premium includes a technician (3hrs)</i>	\$ 18.00 / Module	\$27.00 / Module
Audio Visual (Basic Plus) ⁵		\$200 / event	\$300 / event
Audio Visual (Premium) ⁶		\$350 / event	\$525 / event

Notes:

- ¹Half day is considered as four hours - extra hours charged at hourly rate
- ²Full day is considered as eight hours between 8am and 5pm
- ³Evening is considered as four hours between 6pm and 11pm
- ⁴Penalty Hourly Rates apply for events that finish later than 11pm
- ⁵Penalty Charges may apply if Audio Visual Equipment is interfered with in a manner that requires rectification to standard by our staff or external supplier. Minimum charge of \$120 per incident.
- ⁶The Premium charge includes the mandatory provision of school-approved technicians to set up and operate the systems for up to 3 hours (additional hours at extra charge; 1 hour set up time should be allowed).
- A Miscellaneous additional hire charge may apply for short bookings to cover the School's out of pocket cleaning and security expenses to be advised prior to booking.
- Charges will apply for breakage and excessive cleaning if required.

AUDIOVISUAL FACILITIES And CONDITIONS OF HIRE (Hall)

HALL HIRE BASIC: LIGHTING AND SOUND FACILITIES

(Included in Standard Hire)

Lighting

Standard lighting configuration included in the base hire rate uses the roof-mounted floodlights installed in the hall. These are non-directional, non-dimmable floodlights, which cover the hall floor area and front of stage area.

Public Address

Basic auditorium hire also includes provision of a basic public address system. This features a single microphone with stand and includes facility for a further single line input. The system is controlled via a Behringer 6 channel mixer located on the stage. This system is more than adequate for speech amplification and will be set up by school staff prior to your event.

HALL HIRE BASIC PLUS: PROJECTION, LIGHTING AND SOUND FACILITIES INCLUDED

(Additional Charges Apply)

Lighting

Standard lighting configuration included in the Basic Plus hire rate uses the roof mounted floodlights installed in the hall. These are non-directional, non-dimmable floodlights, which cover the hall floor area and front of stage area.

Public Address

Basic Plus auditorium hire includes provision of an extended public address system. This features multiple microphones (maximum 3, including a wireless microphone) with stands and includes facility for additional line inputs. The system is controlled via a professional mixer located in the sound box at the back of hall. This system is suitable for more advanced uses and will be set up by school staff prior to your event. No operator is provided unless requested at additional cost.

Projection Equipment

Basic Plus auditorium hire includes the provision of both computer (VGA and HDMI) and DVD based (Region 4) playback. This can be operated from the technician's console, or remotely at the front of the hall (so that the presenter can operate the display device directly, if desired.)

HALL HIRE PREMIUM: PROJECTION, LIGHTING AND SOUND FACILITIES INCLUDED

(Additional Charges Apply)

The premium level provides access to the full range of audio-visual equipment available. The use of theatrical lighting facilities (dimmable, directional and programmable lighting) and more sophisticated sound reinforcement facilities (multichannel inputs, audio playback, onstage fold back system) requires specialist knowledge and skills and involves the setup and use of expensive equipment. Accordingly, the school makes additional charge for the use of this equipment. The charge includes the mandatory provision of school-approved technicians to set up and operate the systems for up to 3 hours (additional hours at extra charge; 1 hour set up time should be allowed for).

Lighting equipment available:

- 48/96 x Channel Tands Event lighting console
- 24 x PAR 64
- 6 x 2K PCs
- 8 x 500W Fresnel lanterns
- 3 x 12 Channel Dimmers
- 1 x Spotlight
- 6x Sycolorama Lights – fixed on stage (red, blue, green, yellow)

Public Address equipment available:

- 1 x Studio Live 24.4.2 Pre Sonus sound desk
- 4 x Shure SM58 Mics (singing) + 1 x Shure SM58 Mic (cordless)
- 2 x Shure SM37 Mics (instrument)
- 8 x Microphone Boom Stands
- 3 x Direct Input (DI) boxes
- Fold Back 300 x 300 Auditec AMP with 4 x Peavey PR1003 speakers
- CD/DVD/iPod/MP3 Audio Playback

Projection Equipment

2 x front projection Hitachi CPX 5021N projectors

1 x Windows 7 laptop with dual screen

1 x Extron IN1608 IPCP SA Scalar

1 x Extron Sharelink 200 wireless presenter

Capabilities to display DVD, Apple TV, wired and wireless computer signals (HDMI, VGA)

The school approved technician must remain on hand throughout the event. Set up and testing of the system must be completed by the school technicians.

Where desired, the hirer's own operator who is suitably skilled may run the sound system or lighting system. However, this intention must be advised prior to the event, and may only happen under the supervision of the school authorised technician/s.

TECHNICAL GUIDELINES

Video / DVD Projection

The system includes provision of playback of DVD (Region 4) material. This can be operated from the technician's console, or remotely at the front of the hall (so that the presenter can operate the player directly, if desired.)

The Hirer should cue material appropriately and if necessary, provide a running sheet to the technician to facilitate desired playback of material, if the school technician is to run the program for the hirer.

Video clips burned to CD-ROM in MPEG, WMA or other computer video formats, then played back via a PC may return disappointing quality playback. Burning video clips to DVD by the hirer (avoiding "computer based" playback) improves the reliability and quality of playback on the system.

COMPUTER IMAGE PROJECTION

The school system can support both Windows and Macintosh inputs.

Windows hardware only is provided by the school. Projection within a Windows environment can be achieved through the school's provided hardware, or via a hirer's laptop. Macintosh users are required to bring their own computer hardware to use with the projection system, as no Macintosh hardware is available from the school.

If the hirer intends to use the school's hardware for display, ensure the following minimum software specifications.

Operating system:	Windows 7
Microsoft Word:	2010
Microsoft Excel:	2010
Microsoft PowerPoint:	2010

Files to be displayed using school hardware should be provided in CD-ROM, DVD-ROM or Windows formatted USB storage device format. The hirer should annotate material appropriately and if the school technician is to run the program, provide a running sheet to facilitate desired playback of material.

Live broadband internet access is available from school hardware or via Guest wireless network at no charge.

Connection of hirer supplied hardware to the system is limited to video (VGA input to projection system) and audio (RCA input to projection system). No LAN or internet connectivity is provided or permitted for hirer supplied hardware.

LEGAL INFORMATION

Playback of copyright music or audio material in this auditorium should be considered by the hirer as a public performance or broadcast.

The hirer assumes all responsibility for compliance with copyright laws and contract provisions which may apply to any content played through the DCS sound system.