FACILITY HIRE APPLICATION FORM

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name: |  | | | | | | | | |
| Organisation: (if applicable) |  | | | | | | | | |
| Street Address: |  | | | | | | | | |
| Suburb: |  | | | | State: | | Post Code: | | |
| Contact Numbers | Private: | | | | Business: | | | | |
| Mobile: | | | | Email Address: | | | | |
|  | | | | | | | | | |
| **Type of function:** | |  | | | | **Date:** | | | |
| **Hours required:** | | | From: | To: | | **Numbers Expected:** | |  | |
| **Liquor will be:** | | | Served | BYO | | Sold  (Liquor Licence required) | | None | |
| **Hall required:** | | | Yes | No | | **Kitchen Required:** | | Yes | No |
| **Toilets required:** | | | Yes | No | |  | |  |  |
| **Church Sanctuary:** | | | Yes | No | | **Crockery & Cutlery:**  (additional fees may apply) | | Yes | No |
| **Tablecloths required:**  *(additional fees may apply)* | | | Yes | No | | Tables & Chairs  *(additional fees may apply)* | | Yes | No |
| **Hire Charge** | | |  | | | | | | |
| **Pre-book Cleaner @ $150:** | | | Yes | | | No | | | |

* If function is cancelled within one (1) month of function date a cancellation fee may apply.
* The Parish reserves the right to re-hire the venue if all fees are not paid on time.
* It is important that you read and understand the **Conditions of Hire and the Liability, Insurance and Indemnity overleaf**.
* Your signature indicates that you agree to comply with **all** the **Conditions of Hire**.

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant’s Signature: |  | Date: |  |

|  |  |  |
| --- | --- | --- |
| **To Pay by Cheque** | **To Pay by Internet Banking (Please advise of transfer by email)** | |
| Payable to: **Anglican Parish of**  Forward to:  The Church Secretary  **Parish Name**  Parish Address Line 1  Parish Address Line 2 | Account Name: |  |
| Bank: |  |
| BSB: |  |
| Account Number: |  |
| Please ensure you type your full name in the reference box. | |

**Indemnity and Liability**

Persons hiring or using buildings and other property of the Anglican Church accept responsibility for the safe custody of the property during the term of the hire or use. They are required to indemnify the Anglican Diocese of Bendigo along with the Incumbent, Wardens and Parish Councillors of the Parish from any liability arising from the hire and use of the buildings and/or other property against all actions suits claims and demands of whatsoever nature arising out of or in any way touching or concerning the hiring of the facility.

**Public Liability Insurance**

All hirers must hold Public Liability insurance cover for an amount not less than $5,000,000.00 and provide evidence in the form of a Certificate of Currency.

For any individuals / private hirers not already covered, cover is available via https://anglicanhalls.com.au/insurance-application/

**Hire Agreement**

*All hirers must acknowledge that they have read, understood and will abide by all the conditions of hire contained in this agreement.*

**Signature:**

**Name:**

**Date:**

**Conditions of Hire**

1. For the purposes of this Agreement a Church Representative is either; a) the Rector, b) a Church Warden, c) the Parish Secretary. General members of the Parish do not constitute a Parish Representative for the purposes of this agreement.
2. Applications for use of the facilities must be made in writing on the form supplied and accompanied by the nominated deposit. Said deposit will be forfeit if the event cancelled within one month of event.
3. A security deposit of $\_\_\_ must be deposited with a Parish Representative \_\_ days prior to the function and will be refunded in full provided no damage is done to the hall and facilities, and the surrounding property is left clean and tidy. Should any damage occur the Parish Representative’s assessment shall be final. Final payment will be made 14 days prior to the function.
4. Any keys issued for the Church buildings or ground must be signed for and returned within 7 days of the hire period concluding. Any keys issued are to remain with the person(s) named in this agreement and not passed on to any other individual or party. Failure to return the keys within this period, or any loss of keys, will result in the hirer being responsible for all charges involved in all locks being changed and new keys being cut.

1. Nothing is to be attached in any manner to the walls, floors, curtains or any part of the buildings. Nor shall signs, scenery be erected without the written permission of a Parish Representative.
2. The right is reserved to refuse to let the facilities at the discretion of a Parish Representative, in which case all monies paid will be refunded.
3. The Parish makes no warranty or representation to the Hirer about the condition of the hall or facilities or their suitability for the hirer’s purpose. Further, the Hirer acknowledges that they have inspected the facilities and warrants that they are suitable for the Hirer’s purpose.
4. It is the responsibility of the hirer to obtain any necessary permits from the relevant authorities as required for the planned activities. If entertainment is to be provided, it must be in keeping with the values and standards of the Anglican Church. Upon request programs must be submitted for approval prior to the hiring period.
5. The Parish will not be responsible for the acts or omissions of contractors engaged by the hirer. It is recommended that hirers ensure all contractors (eg caterers) have public liability insurance.
6. The hall, kitchen, toilets and appliances must be left in a clean and tidy condition. No food or drink may be left in the fridges and all bottles and rubbish must be removed from the premises. Stack tables and chairs on correct trolleys and return to storeroom. Check all lights, heating etc are turned off, floors are swept (mopped) and external doors and windows locked. If a cleaner is required to return hall and facilities to a satisfactory state of cleanliness the cost will be borne by the hirer directly or deducted from the security deposit to achieve this end. No confetti, rice, petals or similar products are permitted on premises.
7. Not to remove anything owned by the Parish from the facility.
8. To lift (**not drag**) anything moved within the facility & to return to its original position.
9. Not to use any exhibits or decorations in the facility without prior agreement of a Parish Representative.
10. Sales of any kind are not permitted without prior approval.
11. Sub-letting of facilities is never permitted.
12. In case of disputes the decision of the Parish Council shall be final.
13. Noise (music, etc) must be contained within the requirements of the regulations administered by the Shire Council. Additionally, music must cease at midnight on Fridays and Saturdays, 10.00 pm on Sundays, and 11.00 pm on all other days.
14. The Hirer of the hall and guests are confined to the hall and its accompanying facilities and this does not extend to the Church grounds, offices and Church Sanctuary unless specifically included.
15. The Hirer must ensure that all persons attending its function refrain from any behaviour which could be reasonably construed as disturbing the neighbours or infringing on a person’s property and/or rights.
16. Under no circumstances shall liquor be sold until approval from a Parish Representative has been obtained and the necessary liquor permit is sighted at the time of obtaining the hall key and payment of the security deposit. Normal liquor regulations apply. Alcohol is not to be served to guests under 18 years of age.
17. The Parish accepts no responsibility for the handling or serving of food. The hirer must supply a qualified food handling person to be present in and responsible for the kitchen area. Should the Hirer be selling food they must contact the Shire of Campaspe to obtain the necessary application or notification form at least 14 days prior to the event.
18. Smoking is not permitted anywhere in the Church, facilities or grounds.
19. The Parish Council accepts no responsibility for private property left in the hall.
20. Persons hiring or using buildings and other property of the Anglican Church accept responsibility for the safe custody of the property during the term of the hire or use. They are required to indemnify the Diocese for any liability arising from the hire and use of the buildings and/or other property.