

HIRE AGREEMENT – USE OF FACILITIES

CASUAL

REGULAR

Name of Organisation (“the Hirer”)

Address _____

Telephone _____ Mobile _____

Email _____

Type of Organization _____

Purpose of Hire _____

Authorised Representative who will take responsibility for the Hiring Organisation:

Name _____

Address _____

Telephone _____ Mobile _____

Email _____

Hire Details: Frequency of Hire (Regular Use Only) _____ Weekly _____

Day _____ Date ____/____/____ Time from _____ to _____
(Casual Use Only)

Church Kindy Hall Mahlua Under

Hall

Other _____

Fees (including GST where applicable*):

Use of Church Venue*

Church	\$ 300 min	Mahlua Under	\$ 25/hr	
Hall	\$ 50/hr	Other	\$	
Kindy Hall	\$ 20/hr			\$ _____

Bond – Key \$ 30 \$ _____

Bond – Cleaning/Conditions of Use \$ 70 \$ _____

Kitchen – Facility Fee \$ 80

TOTAL \$ _____

Applicable Fees and Bonds should be paid in advance before the Hire Date or at the event. An invoice can be raised. Key Pickup/Return will be by arrangement at 560 Ipswich Road, Annerley –please phone Booking Co-ordinator on 0407 370 756.

Methods of Fee/Applicable Bond Payment are Cash/Cheque/Direct Deposit (BSB 704-913 A/c 400038824)

Applicable Bond Refunds will be made by transfer.

ANNERLEY BAPTIST CHURCH

560 Ipswich Road ANNERLEY Qld 4103 (PO Box 59)

ABN 76 273 586 317

Indemnities

The Hirer hereby indemnifies and agrees to keep indemnified Annerley Baptist Church ("the Church") against all claims, actions, demands, losses, damages, costs and expenses of which the Church and its agents and authorised officers shall or may be liable or become liable in respect of or arising from any accident, loss, damage or injury to any persons or property by reason of any act, default or omission on the part of the Hirer, the Hirer's agents, authorised officers, invitees, contractors or subcontractors anywhere on the Church Property.

The Hirer acknowledges that the Church's Public Liability Insurance does not cover the Hirer. The Hirer agrees to take out and **provide a copy of the Hirer's own Public Liability Insurance** for their event.

Conditions of Use of Church Venue

- **No alcoholic beverages** are to be consumed on the premises.
- **No smoking of tobacco or other substances** are allowed inside the buildings or within 5 metres.
- **No gambling** is allowed on the premises.
- The Hirer must ensure that there is **no interference to other concurrent events** on the property.
- The Hirer acknowledges that the **Church use of its own property takes precedence at all times** and the Church may provide notice to the Hirer of an alternate offer of Church Venue where necessary.
- The Hirer must **notify the Booking Co-ordinator as soon as possible of any damage** either noticed prior to use or caused during use of the Church property.
- The Hirer **is responsible for any loss, breakage or damage to the Church property** that results from the Hirer's premises hire and will pay for the cost of any repair or replacements to rectify.
- The Hirer acknowledges that they must **read and understand the Fire Evacuation Procedure located in the respective hired Church Venue and must follow the Procedure** in the event of a fire including calling 000 (Emergency).
- The Hirer will use the car park at the rear (via Lambton Street) and **observe the rules of the Car Park**.
- The Church provides First Aid Kits located in the Hall, Mahlua and the Church. The Hirer must ensure they **understand the location of the nearest First Aid Kit to their hired Church Venue**. They are generally above the fridge.
- The Hirer must **not allow children (12 years and under)** in the **Playground area without supervision**.
- The Hirer must **not allow children (12 years and under)** in the **Kitchen area**.
- All **food preparation** must take place in the **kitchen area**.
- **Any cooking** must be performed on the **kitchen stove and microwave oven only**.
- **Noise levels** must **not cause annoyance** to neighbours or other users of the Church property. They will call Police.
- All **music** must **cease at 10:00pm**.
- The Church **property** must be **vacated by 11:00 pm**. Please observe noise levels when leaving the property.
- Any **keys** must be **returned to the Church** or representative as agreed.
- **Before vacating the Church Venue**, the Hirer must:
 - Turn off all lights, fans, kitchen urn, air conditioning and electrical appliances
 - Turn off all taps
 - Put all rubbish in appropriate wheelie bins (soft drink aluminium cans in separate yellow bin)
 - Remove own linen (tablecloths and tea towels etc.)
 - Leave the premises **clean and tidy**
 - Stack tables and chairs in original positions
 - Close and lock all windows and doors
 - Ensure that the Church property is left in a **clean and tidy** condition
- Any requests **by Regular Use Hirers for Church property improvements must be submitted in writing** to the Pastor for consideration by the Church. The Church makes no guarantee as to the outcome or process of such requests.

Regular Use – Ongoing misuse of the Conditions of Use may result in termination of the Hire Agreement.

Casual Use - Applicable paid bonds will only be refunded to the Hirer if all Conditions of Use above are satisfied.

Term of Agreement: ____ / ____ / ____ to ____ / ____ / ____

Acceptance of Conditions

I/We hereby agree that I/we have read and understood the terms and conditions of this agreement. The undersigned Authorised Representative of the Hirer agrees that the Hirer will abide by the above conditions and will comply with all Queensland State laws while using the Church facilities.

Signed _____
(Hirer Authorised Representative)

Signed _____
(Church Representative)

Name _____
(Printed)

Name _____
(Printed)

Date ____ / ____ / ____

Date ____ / ____ / ____
Hirer Public Liability Insurance Copy Yes/No