

The Anglican Parish of Drouin

Christ Church Drouin

Parish Office phone: 5625 4121

e: office@anglicanparishdrouin.org.au

Hire of Parish Hall and Facilities

NB: No smoking machines to be used ever in the hall.

If the fire alarm is set off the hirer will incur the fire brigade costs.

*The Parish reserves the right to refuse applications for 18th and 21st birthday parties. *

Bond: A bond of \$100 is required to confirm all Parish Hall bookings. This is refundable on return of keys and if the hall is left in an acceptable state. If the hall is not left in an acceptable state, the bond will be used as a cleaning charge.

Insurance: Please note if the function involved is to earn an income, you must provide a copy of your Organisation's current Certificate of Currency. This needs to accompany the payment in order to confirm your booking. If you do not have insurance coverage, and it is a not-for-profit function, you may apply, well in advance, to the Parish Office to have insurance coverage provided by the Gippsland Diocese for an extra \$25.

An application form and a finance form need to be completed, signed and submitted to the Parish Office for approval, the hirer will be notified once approved.

Key and Payments: The total payment for Hall Hire & Bond is to be paid in advance or at the time of collecting the keys from the Office during Office hours. Office hours: Wed & Thurs 9am-4pm.

All doors must be locked on vacating the Hall

Large double door fridge: If you require the use of this fridge you will need to turn the power on at the wall and then switch off at the end of the session, wipe out and leave door ajar as you found it.

Hall Cleaning:

All floors must be cleaned after use. Vacuum cleaner is available

Parquetry Floor— *Please sweep floor after event.*

Please take special care of the Floor. If moisture is split on the floor—wipe clean with a damp cloth and make as dry as possible. *People Slip on wet spots.* **Do not mop the floor.**

Toilets: Make sure that toilets have been flushed and are clean at the end of the function. Also check that the lights have been switched off.

Lights: Please make sure all lights have been turned off on switch board.

DO NOT SWITCH OF THE MAINS SWITCH.

Fire Exits—must be kept clear at all times

Garbage - all garbage must be removed—Bins are available at the Lane way Hall entrance

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Application to Hire Hall: Parish Hall Maxfield Hall

Nature of hire / use.....

Date RequiredTime required.....

Name of Hirer.....

Insurance required Yes..... No.....

Phone contact.....

Address /email

Hall Hire fee paid.....cash.....chq..... bank

Account Name: Drouin Anglican Church Parish Account

BSB: 033620 **Account:** 330888

Office use only

Approval givenKey No issued.....

Signed..... Date

Key Returned.....

Signed..... Date

The Anglican Parish of Drouin Facilities Hire

Regular

Hire periods & dates

DOC Number:

select
 hire period

specify other: _____

Non recurring permanent hire

Date required

Hours to be hired

Cancellation

NO REFUND if cancelled within one (1) week of commencement date.

Hire charges

all prices include GST

Hall Hire

Parish hall **\$100.00** for the first three (3) hours and **\$30/hour** thereafter up to a maximum daily cap of **\$200**

Maxfield hall **\$35.00** for the first three (3) hours and **\$10/hour** thereafter up to a maximum daily cap of **\$75**

Meeting room **\$35.00** for the first three (3) hours and **\$10/hour** thereafter up to a maximum daily cap of **\$75**

1 Office **\$37.50** for the first three (3) hours and **\$11/hour** thereafter up to a maximum daily cap of **\$80**

Select venue bond

Bond

Parish hall **\$100.00**
 Maxfield hall **\$35.00**
 Meeting room **\$35.00**
 1 Office **\$37.50**

Please complete your banking details for return of Bond monies

Email:

Account name:

BSB:

Acc no:

Insurance

\$25

If you have answered YES to insurance required overleaf there is an additional **\$25 payment per day hire**

Please refer to the attached sheet to determine if you are eligible to use the insurance provided by the Gippsland Diocese

Office only			
Hire charge each period	\$	<input type="text"/>	per day number of days <input type="text"/>
Insurance	\$	<input type="text"/>	
Bond	\$	<input type="text"/>	Total charge per day <input type="text"/>

DIOCESE OF GIPPSLAND - PERSONAL HALL HIRE AGREEMENT

(♣Personal hire for ♣Personal use)

Persons hiring or using buildings & other property of the Diocese/Parish accept responsibility for the safe custody of the property during the term of the hire or use. They are required to indemnify the Diocese/Parish for any liability arising from the hire & use of the buildings &/or other property.

I/we hereby confirm that I/we have read & fully understand & accept my responsibilities, as summarised above, in entering into this hiring agreement.

I/we have arranged my/our own insurance to cover the liabilities listed above & to indemnify the Diocese/Parish & enclose evidence of this arrangement by way of Public Liability Certificate of Currency.

Or

I/we request that the Diocese/Parish arrange insurance to cover these liabilities to \$2,000,000 & I/we agree to pay the premium calculated at \$25.00 per day/\$..... per year. I/we accept that this insurance is subject to payment by me/us of the first \$250.00 for any property damage.

Tick one box only

Date of Hire:/...../..... Nature of Hire/Use:

Signed by the Hirer: Date...../...../.....

Name of Hirer (please print):

Parish:

♣ Personal hire means:

*The hirer is a person or an unincorporated group meeting for a non-commercial, non-political, non-“cause/crusade” purpose where the meeting is not open to the general public & the hirer does not have a public liability policy. **Examples of acceptable activities are:***

- *A private birthday party, celebration, wedding reception*
- *Dance practice **not** associated with a dance school or lessons & no fees are charged*
- *Friends who want a venue to read plays/poetry etc (but **not** rehearsals for a show)*
- *Knitting groups who like to meet to compare work / ideas*
- *Musicians using premises for non-commercial purposes (but not musicians who perform elsewhere)*
- *Informal support / self-help groups*

13. During the period of hire, to create no nuisance either by way of noise or otherwise so as to inconvenience adjoining owners or occupiers.

14. Not to carry out in or about the facility any illegal activity.

Acknowledgement by Hirer

The Hirer acknowledges that the facility is in such a condition at the date of commencement of the hiring as to render it completely suitable for the purpose for which the Hirer intends to use it.

Indemnity

The Hirer hereby indemnifies the Owner & the wardens & parish councillors of the Diocese/Parish from & against all actions, suits claims & demands of whatsoever nature arising out of or in any way concerning the hiring of the facility.

Signed on behalf of the Owner

Signed on behalf of the Hirer

Date:

DIOCESE OF GIPPSLAND - LICENCE AGREEMENT/ OPTIONAL CLAUSES

Not to permit the parking of vehicles in the Diocesan/Parish driveways at any time.

Not to enter or permit any person to enter any area other than the facility which is the subject of this agreement.

The Hirer shall at their own expense, &/or when directed by the Diocese/Parish, arrange for police attendance.

Not to permit barrels or drums for the storage of ice in the facility.

Not to move Pianos without prior agreement of the Diocese/Parish.

To ensure that any stage or the rear thereof shall be out of bounds; & any stage curtains may be used only by prior agreement with the Diocese/Parish.

Not allow amplification of music unless the Diocese/Parish grants special written permission. If such permission is given, the volume will be kept to acceptable levels in accordance with the Environmental Protection Act. All music must be turned down by 11:00 pm and turned off by 1:00 am. Note that under this Act, if police are called out regarding noise levels on the second occasion they will impose a fine.

Not to sell liquor on the premises. The Hirer is reminded that it is an offence to serve liquor to minors.

The Hirer shall deposit the sum of \$_____ as a guarantee of fulfilment of all terms & conditions, & as security against damage or extra cleaning. The Hirer shall be liable to pay any further amount in excess of such bond on demand by the Diocese/Parish to meet the full cost of such damage or extra cleaning. Should the Hirer not fulfil the terms & conditions, then the bond shall be forfeited. If there is no breach of conditions, damage or extra cleaning costs, the bond shall be returned.

Bond monies may be forfeited unless written advice of cancellation of booking is received two weeks prior to booking date.

If the Diocese/Parish deems it necessary to shut down a function, with or without the aid of the police, the bond shall be forfeited.

To respect the rights of residents in the area of the facility. All guests are to be instructed to disperse quickly, quietly & with respect for the residents when leaving. Any complaints from the residents may result in the bond being forfeited.