



Rostrevor Baptist Church Inc Conditions For Hire Of Church Premises

1 AVAILABILITY:

- a The premises may be hired only by persons or organisations having goals and purposes which do not conflict with those of Rostrevor Baptist Church Inc.
- b Hiring of the premises by groups not affiliated with Rostrevor Baptist Church Inc will only be considered for use at times when Rostrevor Baptist Church Inc has no need of the facilities required.
- c Rostrevor Baptist Church Inc reserves the right of refusal to accept or continue bookings at any time.
- d These conditions are also to apply where members of Rostrevor Baptist Church Inc use the premises for non-church functions.

2 BOOKINGS:

Bookings are to be handled by the Church Administrator. Enquiries may be made through the church office and confirmation or otherwise of bookings will follow subsequently. Bookings will be confirmed only following submission of a completed "Hire Of Church Premises Agreement Form", and payment of such deposit as may be at the church's sole discretion required. Following confirmation of a booking a caretaker will be appointed to act on behalf of RBC on the day of the hire.

3 USAGE:

- a For the purpose of the agreement, the hirer(s) are to use only that part of the building specified and the entrances thereto, together with the male and female amenity facilities.
- b Hirer(s) are to be entirely responsible for the provision of the level of security necessary for the safe conduct of their function. Additionally he/she/they will not permit any action which may be or become a nuisance, annoyance or damage to the church or the owners, tenants, or other occupiers of other neighbouring properties, or which may prejudice the church's property or other insurance.
- c The hirer(s) will ensure that:
 - 1. proper care is taken of the premises during use and any damage from such use, however caused, or by whom, will be made good at the hirer's own expense.
 - 2. the premises will be used only in conformity with any legal requirements in force at the time of use, with the obtaining of any permits necessary for the use being the hirer's responsibility.
 - 3. any furniture and equipment moved during use of the premises is reinstated.



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4. the premises and any equipment used will be left in a clean and tidy condition.
 5. any windows or doors opened are closed at the conclusion of use.
 6. no equipment is removed from the property.
- d No smoking is permitted in or near the building.
- e No alcoholic beverages are permitted on the property.
- f In the event of use of the phone in the waiting area near the offices, the amount of 50 cents per call is to be paid into the receptacle provided.
- g Any damage must be reported to the person appointed to act as caretaker on the day.
- h Facilities are only to be used during the time and period allocated. The building is not to be vacated until the person appointed to act as caretaker arrives to secure it at the completion of use.
- i When catering is to be undertaken requiring use of the kitchen, this shall be specified at the time of booking and any instructions regarding the kitchen's use shall be rigidly adhered to. Particular attention is drawn to ensuring that all utensils are washed and put away and food scraps removed from the building. All exposed surfaces are to be cleaned. Kettles and urns should be emptied. Do not stand kettles on the jets which have pilot lights burning.
- j The hirer(s) are to ensure that no breaches of copyright law occur.
- k All functions are to be completed by 10.30pm.
- l Noise levels are to be limited to those specified by Australian Standard AS 1055 – 1997, as amended.
- m Cleaning: there is a vacuum cleaner and mop/bucket available in the room behind the kitchen. Please make use of them after your event if necessary.
- n If use of the sound desk is required, Rostrevor Baptist Church must provide a technician to run/supervise its use at your cost. (See Hire Agreement Part 1). The hirer must ensure adequate time is given prior to the function to allow for set up.
- o Audio visual is only available with the provision of the hirer's laptop. It is in the hirer's interest to ensure compatibility prior to the event. The connection is located at the sound desk.



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4 INSURANCE:

Hirers of the church property are required to provide evidence of Public Liability insurance cover for their period of use. If this is not provided the church may, for private family functions, arrange cover for a specified level of indemnity at the hirer's expense. Risk beyond the specified level of indemnity remains with the hirer.

Provision of public liability insurance cover through the church is contingent upon advice of booking being received sufficiently in advance for our insurer to confirm cover. **NO BOOKING WILL UNDER ANY CIRCUMSTANCES PROCEED WITHOUT THE INSURANCE COVER BEING IN PLACE.**

5 HIRING FEES:

The hirer(s) accept full responsibility for the fees associated with the use of the property. Payment in full for use is to be made at least one week in advance of use except when approval to the contrary has been given in writing.

Hiring Fee and Cleaning Deposit (where applicable) will be advised by Church Administrator following enquiry.

6 EMERGENCY CONTACTS:

In the event of alarm/lock-up problems please call this mobile number: 0416 631 573.

In the event of an emergency please call Chris Ballard (Administrator) on 8336 7854.