



Rostrevor Baptist Church Inc Hire of Church Premises – Agreement Form (PART 1)

1. Name of hirer:.....
 Name of contact person:.....
 Position of responsibility in organisation (if group use) :.....
 Address:
 Ph: (home)..... Ph: (work) Ph: (mob)
 Email:

2. **Details Of Hire:**

Date: Time: to

Purpose of hire:

- Areas to be hired: Auditorium
 Hall
 Seminar Rooms (only available as a whole)
 Kitchen (only available in conjunction with use of hall and kitchen)
 Creche (only available in conjunction with use of hall and kitchen)
 Full Property (except weddings & funerals) – includes kitchen

Other details:

3. **Special Conditions Applicable to Hire:**

.....

4. **Insurance:**

Please tick appropriate box.

The hirer(s) presently has in force a public liability insurance policy which provides cover for a hirer(s) function.
 Value of cover \$.....Renewal
 Date.....
 A certificate of currency attached.



The hirer(s) requests *Rostrevor Baptist Church Incorporated* to provide cover at the expense of the hirer(s) for the hirer's private family function. Public Liability Insurance cover is available for hirers wishing to hold a private family function (e.g. a birthday, anniversary, wedding, etc).

5. **Payment Details: (all charged are GST inclusive)**

Hire charge	\$
Insurance charge	\$
Cleaning deposit (refundable)	\$
Sound Desk	\$
Auditorium Re-set	\$
Total payable	\$ _____
Less deposit	\$
Total Payable on or before (date).....	\$ _____

Please make cheques payable to *Rostrevor Baptist Church Inc*, and cheques for Insurance cover payable to *Australian Insurance Scheme*.

A Tax Invoice is attached.

6. The hirer(s) or their representative(s) have read the "Conditions for Hire of Church Premises", and agree to fully comply with the conditions therein and the details specified on this form.

And, in addition, the hirer(s) undertake(s) and agrees sufficiently to indemnify and keep indemnified the Rostrevor Baptist Church Inc and all persons and bodies corporate acting for or on behalf of the said Church against all liability, claims, demands, actions, suits, damages, proceedings, costs and expenses whatsoever including injury to persons and damage to property for which the said persons or bodies corporate may be or become liable directly or indirectly arising out of the use of Church premises by the hirer(s).

SIGNED FOR AND ON BEHALF OF THE HIRER(S):

.....
Authorised person to sign Date

.....
Print name

Signed for *Rostrevor Baptist Church Inc*

.....
Authorised person to sign Date