



Hire of RBC Premises Procedure/Checklist for Handling Premises Hire Bookings

Date.....

Booking Name/Company.....

Requested Booking Date(s).....

Requested Booking taken by (Name).....

Prior to Function

- Ensure hirer understands 'Condition of Hire' and signs 'Conditions of Hire' prior to proceeding.
- Check suitability of group and purpose of hire
- Contact Administrator if in doubt.
- Advise booking cancelled if Administrator indicates group or use is against RBC policy.
- Enter details into the Church Diary on the computer system.
- Ensure any other group using the building that day(s) is informed.
- Send completed Agreement Form Part 1 (unsigned) for signing and Insurance Cover Form Part 2 if applicable, Conditions for Hire for signing, and tax invoice.
- If hire is for a wedding, make an extra note to hirer that 'no confetti is to be used'.
- Keep duplicate copy and attach copy of procedure to enable progress to be monitored.
- Receive completed signed forms and applicable payments.
- Confirm insurance status.
- Confirm payment correct.
- Confirm private function payment (if applicable) to SABU

- Send copy of signed RBC form to hirer
- Arrange RBC member to be responsible for opening the building and checking security at close of function.
- Arrange for sound management
- Arrange for Cleaning
- Arrange for any other equipment or facilities requested.
- Check that all fees have been paid 1 week prior to the function date.
- Where fees are outstanding, contact by phone and request payment within 24 hrs.
- If Payment is not received cancel booking and advise hirer.

On the day of the function

If during office hours check personally, if after office hours remind person opening and closing building

On the first working day after function

- Obtain security and cleaner report
- Return cleaning deposit (if applicable OR advise reason for deposit retention).
- File all forms and this check list.