

**HOLY CROSS ANGLICAN CHURCH, HACKETT  
CHURCH HIRE AGREEMENT**

*(Please complete and return this form to:*

*[holycrosshackett@bigpond.com](mailto:holycrosshackett@bigpond.com) or PO Box 164, Dickson ACT 2602.*

**Hirer** Name of Group \_\_\_\_\_  
Purpose of function \_\_\_\_\_  
Name of Contact \_\_\_\_\_  
Address \_\_\_\_\_  
Phone (weekdays) \_\_\_\_\_ (after hours) \_\_\_\_\_  
Mobile \_\_\_\_\_  
Email \_\_\_\_\_  
Bank details for refund of bond: BSB \_\_\_\_\_ Account \_\_\_\_\_

**Period required** From: \_\_\_\_\_ am / pm to: \_\_\_\_\_ am / pm

**Days and Dates required** \_\_\_\_\_

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**Fee Hire cost \$..... Insurance \$..... Bond (if applicable) \$..... Other \$.....**  
**Total \$.....(including refundable bond of \$250) (All fees include GST)**

In hiring or using buildings and other property of the Anglican Church, I accept responsibility for the safe custody of the property and for personal injury and damage to third party property during the term of the hire or use. I indemnify the Diocese for any liability arising from the hire and use of the buildings and other property.

I hereby confirm that I have read and fully understand and accept my responsibilities, as summarised below, in entering into this hiring agreement.

- I attach a copy of the Public Liability Insurance which I have arranged to cover the liabilities listed above and to indemnify the Diocese; or
- I request that the Diocese extend its insurances to cover these liabilities and I agree to pay the premium of \$30 per event. I accept that this insurance is subject to payment by me of the first \$250 for property damage.

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

Signed on behalf of the Owner..... Date...../...../.....

## HOLY CROSS ANGLICAN CHURCH HACKETT CHURCH HIRE AGREEMENT

### Conditions

1. **Hiring charges** as agreed shall be paid prior to the event for casual hire by cash or cheque. For regular uses, payment by direct debit is required.
2. Holy Cross reserves the right to require a **refundable bond** be deposited by Hirers against fulfilment of all terms and conditions and as security against any additional costs.
3. Any **loss or damage to property** shall be reported to the Parish. Hirers will be responsible for locking the premises properly, turning off the heating and for leaving the church in the same condition as when found (ie the church must be clean and the furniture left as it was found). Hirers will be charged additionally for any extra expenses incurred from hiring out the church (eg in relation to security, heaters not turned off, cleaning, moving furniture, damage, breakages etc), with the charge being deducted from the deposit or recovered separately if greater than the deposit.
4. **Hirers must produce evidence of public liability insurance cover** for an amount not less than \$5,000,000 which shall include the following extensions: -
  - i. Liability for loss of or damage to property of the Owner
  - ii. Indemnity for claims made against the Owner arising out of the negligence of the Hire.Hirers without their own cover shall apply for extension of the Parish's own insurance cover at a cost of \$30 per event (eg hiring for two consecutive days would be regarded as one event).
5. Hirers will receive **guidelines** outlining use of the lighting and heating facilities. This is to be followed by hirers.
6. **Smoking** is not permitted under any circumstances in the facility.
7. **No illegal activity**, particularly any sale of liquor, is permitted in or around the facility. The Hirer is reminded that it is an offence to serve liquor to minors.
8. Nothing owned by the Parish, including any exhibits or decorations, shall be **removed** from the facility.
9. **The piano** shall not be moved from its original position.
10. **Noise** shall be kept to acceptable levels, in accordance with the Environmental Protection Act, and the hirer shall create no other nuisance during the period of hire.
11. **On vacating the premises**
  - a. The facility shall be left in a satisfactory and clean condition. Any items of furniture or equipment that have been moved shall be returned to their original positions, without damage to the items or the facility – furniture should not be dragged.
  - b. All **rubbish** shall be removed.
  - c. **All lights, fans, heaters and other electrical equipment must be switched off.**
  - d. **All windows and doors shall be locked** on vacating the facility. Failure to do so will result in extra charges.
12. Upon any failure by the Hirer to fulfil the terms and conditions this agreement will be cancelled immediately.

If the Parish representative or any officer of the Parish deems it necessary to shut down a function

with or without the aid of Police the agreement will be cancelled and the Hirer shall return the key immediately to a Parish representative.

**Acknowledgement by Owner**

The Owner acknowledges that the facility is in such a condition at the date of commencement of the hiring as to render it suitable for the purpose for which the Hirer intends to use it. The Owner reserves the right to cancel bookings in the event that, for any reason, the facilities cannot be made available. It will endeavour to give as much advance notice as possible in such situations.

**Indemnity**

The Hirer indemnifies the Owner and the staff, wardens and parish councillors of the Parish from and against all actions suits claims and demands of whatsoever nature arising out of the hiring of the facility.

## **Holy Cross Anglican Church, Hackett Church Booking Fees 2013**

The hourly booking rate is \$15/hour, including GST.

Holy Cross reserves the right to require a \$250 refundable bond.

Use of equipment requires additional flat fees as follows:

Public liability insurance cover	\$30
Public address system	\$35
Organ	\$10

### **Notes**

1. The full cost will be charged for cancellations less than one week before the event.
2. Hirers are responsible for locking the premises properly, turning off the heating and for leaving rooms in the same condition as when found (ie the church must be clean and the furniture left as it was found). Hirers will be charged additionally for any extra expenses incurred from hiring out the church (eg in relation to security, heaters not turned off, cleaning, moving furniture, breakages etc), with the charge being deducted from the bond (if applicable) or recovered separately.
3. Casual users need to pay in advance at time of booking by cash or cheque. Regular users are required to pay by direct debit to the bank account of the church. A late payment fee of \$10 will apply for regular users who pay late.