



Hall Hire Agreement

1 Atthow Parade, Nundah QLD 4012

Phone: 07 3266 1222

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www.stpaulsnundah.com

Applicant Details (Please print all information)

Name: _____ Position: _____

Organisation: _____

Organisation Type: Non-profit Commercial Family-owned

Organisations/Home Address:

Phone: _____ Email: _____

Activity

Date of Event/s: ____/____/202__ Contact Person at the Event: _____

Or for regular bookings - Dates of Event/s attached.

Start Time: _____ Finish Time: _____

Activity Type: (Please circle as applicable)

Meeting / Seminar Exhibition Training / Class Other: _____

Payment Method - Direct Deposit

Bank Details -

BSB: 034-083 **A/c No:** 172734 **Name:** St Paul's Lutheran Church – Nundah **Ref:** Name of Booking

Please note:

1. We do not process debit/credit card payments. All payments are to be paid in full, at least **One week** through Direct Deposit before the actual event date.
2. Please email the above email address indicating when payment has been deposited in the bank

Terms and Conditions of Hall Hire

<p>1. Use of St. Paul's Lutheran Church's Hall and its facilities are prioritised to the needs of the local community groups in particular.</p>	<p>12. The management accepts no liability for loss or damage to items brought in by the hirer or their guests, or for any items left behind. Any items left behind will be notified before being disposed after 1 week.</p>
<p>2. The following are not permitted: sale of alcoholic beverages, flames including candles, smoking inside or within 5 meters of the hall, use of strong aromatic substances, use of confetti, glitter or similar material, carrying or use of significant quantities of spill-able, hazardous or flammable substances.</p>	<p>13. The hirer is responsible for all breakages to equipment, furniture and fixtures and any hall property that may be removed from the venue.</p>
<p>3. The hall cannot be sub-let and may only be used for the activities stated.</p>	<p>14. The venue, furniture and associated spaces must be left in a clean and tidy condition. The management reserves the right to require a cleaning bond at the time of application or subsequently.</p>
<p>4. Access is limited to the specific spaces authorised, and associated spaces such as the toilets, kitchenette and passageways. These associated areas may not be used as areas of congregation or activity.</p>	<p>15. Hirers who have booked events on weekdays or at any time on weekends must be present at the requested commencement time.</p>
<p>5. The kitchenette attached to the hall has limited functionality and facilities available.</p>	<p>16. The hall may not be occupied after 9.30pm on any given night.</p>
<p>6. Setup or breakdown service is not provided as part of the hall hire. The hire fee and conditions are specifically for the usage of the space.</p>	<p>17. No music or loud noises is permitted after 9.30pm Hirers and their guests must be considerate of the neighbouring residences at all times and exit as discreetly as possible.</p>
<p>7. Hirers must identify and comply with any relevant legislation, for example Occupational Health and Safety or Child Protection Legislation.</p>	<p>18. When leaving the premises, the hirer must ensure that all doors and windows are securely locked, lights and air conditioners turned off and all guests have vacated the hall.</p>
<p>8. Hirers must provide a copy of their COVID plan and abide by such plan at all times.</p>	<p>19. The management reserves the right not to approve usage outside these priorities or if the use of the hall may not be deemed suitable.</p>
<p>9. Non-profit and charity organisations will be required to provide a copy of their public liability insurance along with their booking form.</p>	<p>20. Should St Paul's require use of the hall on a date allocated to the Hirer, then the Hirer will forfeit their booking for this date and this agreement shall be extended by the same period as the forfeited booking.</p>
<p>10. The hirer must commence no earlier and vacate no later than the times booked.</p>	<p>21. This Agreement will expire 12 months after the date of the first booking date.</p>
<p>11. Permission must be sought if the hirer wishes to decorate the venue. Any working papers, posters etc. may only be attached in a location and manner that will not cause damage.</p>	<p>22. Both the Hirer and St Paul's can terminate this agreement by giving one month's notice in writing to the other.</p>

Declaration

As the hirer or on behalf of the hirer, I confirm the details in this booking request and have read and agree to comply with the terms and conditions outlined above.

Hirer's Name: _____
(Please PRINT name)

Signature: _____ Date: _____



Hall Hire Rate List

Following are the hiring rates for the hall.

Hire Rates

<i>Nature of Hirer</i>	<i>Rate per hour (use of kitchen for tea & coffee only)</i>	<i>Whole Day (24 hr)</i>	<i>Kitchen Hire (more than tea and coffee making) & use of crockery or cutlery</i>
Commercial Organisation, Govt. Organisation	\$27.00	\$500	\$60.00
Not for Profit, Community Group, Community Member	\$20.00	\$250	\$40.00
Congregation Members	By Donation	By Donation	By Donation

Note

Charges include reasonable use of electricity and air conditioning.

Limited food preparation facilities are available on-site and no additional provisions maybe provided.

Name: _____
(Please PRINT name)

Signature: _____ Date: _____