



# Hall Hire Agreement

## Details of Hirer (Please print all information)

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Organisation: \_\_\_\_\_

Organisation Type:    Non-profit            Commercial            Family-owned

Organisations/Home Address:

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Activity

Description of Activity (Permitted Use) \_\_\_\_\_

Activity Type: (Please circle as applicable)

Meeting / Seminar    Exhibition    Training / Class    Other: \_\_\_\_\_

Date of Event/s: \_\_\_\_/\_\_\_\_/202    Contact Person at the Event: \_\_\_\_\_

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

## Time/s

Entry Time: \_\_\_\_\_ Event Finish Time: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Finish Time (after pack down) \_\_\_\_\_

## 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

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.
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.
3. St Paul's has the right, in its absolute discretion, to suspend any booking by notice in writing to the hirer in the event St Paul's determines that the Hirer is not using the hall for its Permitted Use.
4. The hall cannot be sub-let and may only use the hall for the activities stated in this Agreement.
5. Alcohol cannot be consumed in the hall without the prior approval of the Management Committee.
6. Access is limited to the specific spaces authorised, and associated spaces such as the toilets, kitchen and passageways. These associated areas may not be used as areas of congregation or activity.
7. The kitchen attached to the hall has limited functionality and facilities available. It is not equipped or licensed for the cooking or preparation of food. It is equipped with washing up facilities and refrigerators and the warming or storing of food that has been cooked or prepared off site. The dishwasher is only available for use when the kitchen has been specifically hired and instruction given in its use.
8. 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.
9. 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.
10. The hirer must commence no earlier and vacate no later than the times booked.
11. The hall may not be occupied after 9.30pm on any given night.
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.
13. The hirer is responsible for all breakages to equipment, furniture and fixtures and any hall property that may be removed from the venue.
14. Any furniture moved must be lifted. Please do not slide or scrape across the wooden floor.
15. Any chairs or tables used must be wiped with antiseptic wipes before stacking or packing away.
16. The venue, furniture and associated spaces accessed and used by the Hirer, must be cleaned and disinfected after each use. The management reserves the right to require a cleaning bond at the time of application or subsequently if the hall is not cleaned and disinfected to the appropriate standard.
17. Hirers must identify and comply with any relevant legislation, for example Occupational Health and Safety or Child Protection Legislation.
18. Hirers will be required to provide a copy of their public liability insurance specifically noting the activities being undertaken, along with their booking form.
19. Hirers and their guests must be considerate of the neighbouring residences at all times and exit as discreetly as possible.
20. 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.
21. 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. St Paul's will provide at least 1 months' notice of any booking forfeiture.
22. This Agreement will expire 12 months after the date of the first booking date, if it is a regular booking.
23. Both the Hirer and St Paul's can terminate this agreement by giving one month's notice in writing to the other.



## 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 &amp; coffee only) #</i>	<i>Whole Day (24 hr)</i>	<i>Kitchen Hire (more than tea and coffee making) &amp; 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
Bond *	\$150 per event	\$150 per event	\$150

### Note

# Hirers to bring their own tea, coffee, sugar and crockery. Any leftovers to be discarded or taken, but not left in the hall.

## Hirers to bring their own tea, coffee and sugar. Due to COVID all cutlery, crockery and other kitchen items need to be washed in the commercial dishwasher. The hirer needs to receive full instructional training from a church representative before using the dishwasher.

\*The bond, less the cost of any damages, will be refunded upon return of the keys and upon a satisfactory inspection of the premises.

Failure to return keys will result in the loss of the entire bond.

Any stacking of furniture and/or cleaning not completed and accordingly required to be done by church members and/or external Contractors will result in the loss of bond.

Charges include reasonable use of electricity and air conditioning.

### 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: \_\_\_\_\_