

**2018 Terms and**

**Conditions of Hire**

Huon Anglican Parish buildings are owned by the Trustees of the Anglican Diocese of Tasmania and managed by the Anglican Parish of the Huon ‘Huon Anglican Church’, and are therefore subject to the policies of both organisations. The following outlines the terms and conditions of hire.

**Application Form**

All requests to hire the facilities must be in writing. See application form at end of this form.

**Obligations of the Hirer**

To pay all fees in the time and manner agreed.

To leave the facility clean and undamaged, with all furniture and other belongings of the church returned to their original locations and condition. Piano will not be moved without prior agreement of the Parish.

To remove all rubbish and recycling created.

To seek agreement with the Parish prior to bringing in and using (indoors or outdoors) any extra equipment, structures, displays, decorations etc (please call Simon on 0475772936).

Not to permit smoking on the premises.

Not to remove anything owned by the Parish from the facility.

Report any breakages or losses to the church, and pay for its repair or replacement.

Switch off lights, heaters and electrical equipment, and secure windows and doors before leaving the premises.

Return any keys provided by the church as agreed.

Not to carry out, in or about the facility any illegal activity.

The Hirer shall obtain insurance as detailed below and supply to the Parish a copy of such policy with the application form. If the Hirer is an organisation using the kitchen, appropriate public liability insurance must be sought by the Hirer. This cannot be purchased from the Church’s insurer.

Where a facility is used for longer than the period of hiring the Hirer will be required to pay the additional charge calculated at the relevant rate.

Premises must be vacated by 12 midnight.

Where the Parish’s internet access is used, it may not be used for accessing illicit material (including, but not limited to, pornography).

If hirers wish to use more internet access than is available on the Parish’s internet plan, this can be arranged at an extra cost to the hirer.

Not to engage in activities which will bring the parish into disrepute.

To leave the space as it was found to enable other users to access the space when not hired by you.

**Cancellations**

We require at least one weeks’ notice to any changes in bookings. If we are not notified of any changes, full rates will apply according to the original booking.

**Avoid disturbance to our neighbours**

The building is located in a residential area. Evening functions are to be concluded by midnight. No music etc. should be played after 11pm nor should it be audible outside of the property. Drivers must not park over driveways, and must leave quickly and quietly. Breach of any of these terms may result in refusal of future requests for hire.

We do not permit liquor to be sold on the premises. If at your event you wish to permit BYO alcohol please consult the office.

**Public Liability Insurance**

All hirers must be insured to a suggested value of $10 million against:

* Injury to persons while on the property
* Damage to the property due to the activities of the hirer
* Workers’ compensation to cover any employees of the hirer required to work on the property

On applying to hire the premises, organisations must provide a copy of their Public Liability Insurance certificate current for the period of hire, whether for a one-off event or periodic events. Private hirers without Public Liability Insurance can arrange cover for one-off events only with the church’s insurers for a small fee ($25).

**Hire Fees**

The Anglican Parish of the Huon is a non-profit organisation funded mainly by donations from our members, with no financial support from Government. Accordingly we must recover all costs for power, rates, cleaning and maintenance for the building from our much-valued clients. However, we try to keep our fees as low as possible, conscious that we provide a community service and meeting-place.

Our current charges are:

|  |  |  |
| --- | --- | --- |
| **21 Wilmot Rd Spaces** | **Hourly** | **Daily (8hrs)** |
| **Large Lecture Room** | $20 | $100 |
| **Kitchen** | $25 | $125 |
| **Small Meeting Room/office space** | $15 | $75 |
| **Dining Room** | $20 | $100 |
| **Kitchen + Dining** | $60/3hrs | $25 per extra hour |
| **Kitchen + Dining, + Lecture Room** | $80/3hrs | $30 per extra hour |
| **Dining + Lecture Room + 2 Small Rooms** | $110/3hrs | $40 per extra hour |
| **St James Hall, 1 Louisa St Ranelagh. Cost on application.** | | |

A key deposit of $50 will be charged prior to event taking place and returned as close as 3 working days following event should all be in order – clean and no unforeseen property damage.

For casual users an invoice will be sent on receipt of your approval of application. This amount will be due prior to the event taking place.

Regular users will be issued with invoices quarterly or monthly (as discussed), payment due by the 30th day of the month following invoice date. If you would like to make other arrangements please call the office.

The hirer shall ensure that all employees, independent contractors, agents or persons engaged by the Hirer who enter the premises or grounds hired, comply with all lawful directions given by the Parish and comply with and abide by the terms of this agreement.

You must appoint a Chief Warden who will be responsible for Emergency Procedures. The appointed person needs to inform themselves of their responsibility by reading the attached Emergency Procedures.

I have read and understood the terms and conditions of hire, including the Working With Children and Vulnerable People requirements and emergency proceedures (overleaf).

Signed: Dated: / /

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

**Working with Children & Vulnerable People Registration**

**(means a person who has not attained the age of 18 years)**

If your organisation is one of the following:

* Child related religious activity
* Child related commercial service
* Coaching or tuition service involving children
* Club and association activity involving children

All adults involved are required to have Working With Children Registration after 1st April 2015. Please submit copies of your Registrations with your application. It is your responsibility as the person hiring the building to ensure that all legislative requirements are met in this regard.

Parents or relatives who are minding a child do not require registration. Please be aware of your responsibility for the safety of children in your care whilst on these premises.

Further information http://www.justice.tas.gov.au/working\_with\_children

**Emergency Procedures**

As the principal hirer you are responsible in event of an emergency. Hirer must name a competent Chief Warden. In case of emergency please notify the parish following the event so it can be logged.

**Principal Hirer Obligations**

The Chief Warden will appoint one or more competent people as Floor Wardens from their group to assist during an evacuation. The number of Floor Wardens appointed will depend on the number of people in attendance at each event and their individual or group needs (1 floor warden per 20 persons).

The Chief Warden shall brief all Floor Wardens on their roles and responsibilities. Wardens shall familiarise themselves with:

- Layout of the building and the location of all emergency exits

- The location of their closes exit & assembly area i.e. Across the road from Mission 21.

- Method of raising the alarm – Call 000.

In the event of smoke alarms activating or other notification of a fire being given, the nominated Wardens shall take the following actions:

Chief Warden Responsibilities

- Ascertain the nature of the emergency and determine the appropriate action

- Initiate evacuation

- Ensure all persons are notified of the emergency

- Ensure that the Tasmanian Fire Service is notified – call 000

- Ensure that the Floor Wardens are notified of the situation

- Ensure that the building has been totally evacuated

- Ensure exits are secured to prevent re-entry

- Brief the emergency services personnel upon arrival

- Commence evacuation

- Ensure that all persons have been notified

- Search all areas to ensure all persons have been evacuated

- Assist any mobility-impaired persons

- Ensure the orderly flow of persons to the assembly area: On the footpath opposite Mission 21.

- Secure exits to prevent re-entry to the building

**APPLICATION FOR HIRE**

Company/Organisation Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Suburb: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postcode:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ph Number (AH):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (BH):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose of Hire:

Facilities to be hired:

Equipment use (piano/kitchen items/chairs/tables):

Public Liability Insurance:

Held with:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Copy Attached? Y/N

Begins:\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ expires:\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ please attach a copy

Or Require once-off event insurance at a cost of $25. Y/N

Hire Period:

Hours:\_\_\_\_\_\_\_\_\_\_\_\_\_\_am/pm Day(s) and date(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Dated\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

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

**Thankyou for your application. Please return this paperwork to 21 Wilmot Rd, Huonville 7109. Huon Anglican Parish will be in contact with you to tell you whether your application has been successful.**