

## Hire Terms and Conditions

### Termination and Deposit:

Termination of the hire contract can be effected by either party giving 14 days' notice. Please note that a flat rate of \$50 is required as a deposit, to secure any room booking. This amount is non-refundable. The balance of the hire fee and bond are payable 14 days before the scheduled event and a separate invoice will be raised in relation to this.

### Security:

Where there is a large group attending an event (greater than 100 guests), the hirer must arrange for licensed security personnel to be present at all times at the hirer's expense. The number of required guards will depend on the type of event and number of attendees and will be agreed prior to the event. The hirer must advise RAFT of the security firm and contact details.

### Bond:

A security bond of \$400.00 will be held for all functions and events and is to be paid, together with the balance of the hire fee, 14 days before the scheduled event. The bond will be refunded in full after the venue has been vacated and inspected by the venue manager. If any damage has occurred or the venue is not adequately cleared, the areas of concern will be photographed and action taken to rectify the problem. RAFT will deduct the value of works and additional management time from the bond monies. If the cost of repair is greater than the bond, the hirer will make any additional payments to meet the full costs of repair.

### Keys:

If a key is needed to access the room required, a time will be arranged the week before the hire for pick up. The keys must then be returned no later than 7 days after the scheduled event. When the keys are returned they will be signed off in the key register by a member of management. If the key is lost or not returned, the cost of re-keying the venue's locks is \$500. This fee will be paid for by the hirer.

### Facilities:

You are only to enter the area that you are hiring. You are not permitted in any other area within the facilities. You are not to do or permit anything to be done in/on the church premises or any part of it that may be or come to cause nuisance, annoyance or damage to the facility or the owners, tenants or other occupiers of other property in the neighbourhood, or which may prejudice the insurance of the premises or any part of it.

### Consumption of Alcohol:

RAFT Anglican Church is not licensed to sell alcohol or keep alcohol on the premises. The consumption of alcohol is in accordance with responsible drinking guidelines and drunken and/or disorderly behaviour will result in the non-reimbursement of the hirer's bond. Alcoholic beverages, including all vessels and packaging, brought to the venue by the hirer and the hirer's guests must be removed on departure. The hirer and the hirer's guests must not sell alcohol to any other person, and alcohol must not be consumed in any external area of the property. On the confirmation / payment of a bond, the hirer must complete a 'Party Safe in Knox Registration Form', for RAFT to send to the police. RAFT does not permit any underage drinking on the premises.

### Advertising:

The Hirer must not advertise their private function/party by any public medium including flyers, newspapers, posters or social media (Facebook, Instagram, Twitter etc.) without prior consent of RAFT Anglican Church, obtained in writing. Failure to adhere to this policy may result in the cancellation of the booking and forfeiture of the bond.

### Smoking:

Smoking is not permitted within the building perimeter and may only take place on the rear deck. Smokers must use the sand buckets provided outside external doors on the rear deck to dispose of cigarette butts; no cigarette butts are to be disposed of in any other way.

### Rubbish Removal:

The hirer must remove all rubbish from the premises after the event hire period. Skips, bins or other rubbish receptacles cannot remain on the RAFT premises after hand-over time. The cost of rubbish removal and management time will be deducted from the security bond.

### General Cleaning:

RAFT Anglican Church

Venue Hire / Hall / Meeting Rooms / Private Functions

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All areas are to be left in the condition in which they were found. Hard surfaces are to be wet washed and wet mopped, carpeted areas must be vacuum-cleaned as part of the closedown routine. Any damage that occurred will be rectified at the hirer's cost. RAFT will deduct the cost from the bond. If the cost of repair is greater than the bond, the hirer will make the additional payments.

**Noise, Curfew and bump-out:**

The hirer must be respectful of neighbours with regard to noise emanating from within the building and in outside areas such as the car park and rear deck. All music and external noise must cease no later than 11.00pm. The facilities must be vacated by 12.00 midnight. The hirer's guests must consider neighbouring residents and depart the facility in a quiet and respectful manner. The hirer is required to switch off all lights, fans, heaters / air-conditioners and other electrical equipment, secure all windows and doors. If the venue is not completely vacated at the agreed time, an additional charge of \$100 per hour; or any part thereof; will be deducted from the security bond.

**Equipment and Training:**

The hirer is not to interfere with or remove any church equipment, to lift (not drag) anything within the facility, and to return equipment to their original position. Prior to the use of any equipment, the hirer will be provided with training. Equipment must not be used prior to training being provided.

**First Aid:**

The first aid cupboard is located in the kitchen, opposite from the dishwasher. It is marked with a green emergency cross. The hirer may use this in case of an event. The hirer must fill in an incident report sheet (located in the cupboard) and list items used.

**Heating and Refrigeration:**

The stove is to be used for heating food only and must not be used for the preparation of food / meals from scratch ingredients. Space for refrigeration of drinks and food items will be provided in one of the refrigerators in the kitchen. This must be agreed upon when the booking is made. Where drinks are cooled using tubs and ice, these must only be located on the rear deck area. Any spillages must be cleaned up immediately. The separate upright freezer in the kitchen must not be used.

**Decorations and Displays:**

The use of decorations, displays and any window blackout treatment must be arranged prior to the hire event. No streamers, balloons and similar decorations should be attached to the walls. Any marks / damage to walls or floor will be rectified at the hirer's cost. RAFT will deduct the cost from the bond. If the cost of repair is greater than the bond, the hirer will make any additional payments to meet the full costs of repair.

**Rates:**

Venue/Facility hire rates may be reviewed at any time without prior notice.

**Payments:**

Payments can be made by cheque, eftpos or electronic deposit. RAFTs Bank Details are as follows;

(Account Name: The Anglican Parish of Ferntree Gully & Rowville, BSB: 083 321, Acct Number: 02 887 6573)

If making an electronic payment, please enter the letters RAFT followed by the date of the function and part of your surname/company name. (For example: *RAFT13Dec16Doe*).

**Indemnity:**

The hirer indemnifies RAFT Anglican Church and the Anglican Diocese of Melbourne and keep indemnified from and against all actions, suits, proceedings, claims, demands, damages and costs whatsoever brought, prosecuted or made (as the case may be) against RAFT Anglican Church and the Anglican Diocese of Melbourne for or on account of or in any way connected with the loss of life, personal injury or damage to or loss of property suffered or sustained of the acts, omissions, neglect or default (including negligence) or the hirer or any servant or guest of the hirer or agent of the hirer or any person claiming through or under during the period of hire. The hirer must provide a Certificate of Currency of Public Liability Insurance (if they are a business or company) or may purchase public liability insurance provided by the Anglican Diocese of Melbourne, at the cost of \$25.00, for private events. This insurance must be secured no less than 14 days prior to the hire event. No hire event may proceed without proper insurance.

**Acknowledgement:**

I/We agree to all the terms and conditions as set above. I/We understand that if I cancel this arrangement giving less than 14 days' notice I will forfeit the full bond payment. Any damage to the venue, equipment, objects or furniture caused by negligence on our/our guest's part will be our responsibility and the cost for repair/replacement will be paid by us.

Signed: \_\_\_\_\_

(Print full name): \_\_\_\_\_

Date: \_\_\_\_\_

Signed on behalf of RAFT Anglican Church: \_\_\_\_\_