

TERMS AND CONDITIONS OF HALL HIRE

1. Usage

The facilities of St Michael's Anglican Church North Carlton are only to be used for the purpose for which they have been hired.

2. Payment Terms

A deposit is to be paid on the initial booking for the facility to hold the booking. Failure to pay a deposit may result in the facility being offered to another user. The full payment amount (including bond) must be paid before the day of using the facility. Failure to pay the full payment may result in the refusal of the use of facilities.

3. Return of Bond

The bond or part thereof will not be returned in the following circumstances:

- Facilities are not left as they were – clean and tidy
- Excessive noise after the curfew or when the police have been called.
- Equipment or furnishings are missing or broken
- Keys not returned, or the event goes overtime
- Non-adherence to smoking or alcohol regulations
- Other behaviour deemed unacceptable by the users of the facility

4. Insurance

All users of the hall must take out public liability insurance at their own expense for an amount not less than \$5, 000,000 which shall include the following extensions:

- Liability for loss of or damage to property of the Owner
- Indemnity for claims made against the Owner arising out of the negligence of the hirer, and must produce the Parish Representative evidence thereof.

Your insurance may be arranged personally through your own insurance company, or possibly through some association affiliation, or in limited circumstances by payment of \$25 per day to the Diocese of Melbourne who will cover you under their insurance (in this case you pay the first \$250). No one may use the facilities without proof of insurance cover.

4. Decoration

Decorations are to be attached to window panes rather than the walls. No sticky tape, blutac etc. is to be used on walls. If using candles, make sure they are sitting on something (plates, napkins) saving unnecessary drips on the floors or tables etc. All decorations are to be removed at completion of use. Please do not use helium balloons. Failure to comply with these terms may result in an unreturned bond payment.

5. Noise Restrictions

The facility is located in a residential area. Hirers must adhere to the noise restrictions as proclaimed by the City of Yarra. These demand that the noise within the facility cannot be heard outside between the following times:

Monday – Thursday	before 8.30am and after 10.30pm
Friday	before 8.30am and after 11pm
Saturday	before 10am and after 11pm

6. Serving of Alcohol

Alcohol is permitted to be served in moderation on the premises. The selling of alcohol is not allowed. Alcohol should not be served to minors.

7. Smoking within the facility

It is illegal to smoke inside the building. Smoking is only suitable outdoors away from doors and open

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windows. Those who smoke should carefully dispose of butts in the receptacles provided.

8. Lighting /heating etc.

All lights, heaters, etc should be turned off at the completion of the use of the facility.

9. Rubbish

All rubbish is to be placed in green bins provided. Glass and plastic bottles disposed in recycle bins with yellow lids. Do not put plastic bags or food related things in the Yellow Bin. Should the rubbish exceed the bins provided, the hirer should take the excess away.

Disposable Nappies are to be placed in a plastic bag and out in bins outside – not in the toilets or the foyer.

10. Breakage and Property Damage

All breakages to be paid for. The cost will be deducted from the bond. If the amount of the breakage is greater than the bond, the hirer will make good the difference. Damage to the facilities or property is to be paid for. NB The floors may be damaged by stiletto heels. The hirer must report to the Hall Manager any loss or damage to the property.

11. Kitchen, Equipment, Chairs, Tables, Trestles

St Michael's does not supply everything needed for catering purposes (ie crockery, glassware, etc tables and chairs for receptions). This can be negotiated with the Hall Hire Manager.

The Williams Hall kitchen is designed for re-heating of food, not cooking of food.

The available chairs, trestles can be used by hirers of the facilities. These are put away by the hirer after use.

For larger functions such as receptions we recommend that tables and chairs be hired from an external provider.

12. Cleaning

Hirers should leave the facilities in a clean and tidy manner. For receptions an additional cleaning fee may be levied if the hirers do not want to clean themselves. It is the expectation that all equipment will be put away by the hirer not the hall manager. All items brought in for use in the facilities are to be removed at the conclusion of the event. They may only be stored overnight with the permission of the Hall Manager. St Michael's accepts no responsibility for items left at the facilities

13. Access

Access to the building is from the McIlwraith St entrance. For evening events/parties, **the double doors on Macpherson St are to remain closed and to be used as an emergency exit only.**

Access to the building will be negotiated with the Hall Hire Manager.

14. Cancellation of use of facility by St Michael's

St Michael's may be required to terminate an arrangement to use the facilities where another event may take precedence, eg. State, Federal, or Local elections, funeral etc. This occurs very infrequently and St Michael's will give as much notice as possible. St Michael's accepts no responsibility for any costs associated with terminating an agreement in these rare instances

15. Vacating

The premises must be vacated by all people at the agreed time.

The hirer must secure all windows and doors on vacating the facility.

16. Keys

The hirer must return any keys to the Hall Manager at the agreed time and manner.

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17. Regular Users

A new contract must be drawn up at the beginning of each year. All payments are to be up to date by the last finishing date for the year.

Indemnity

The hirer hereby indemnifies the Wardens and Vestry of St Michael's and the Melbourne Anglican Trust Corporation from and against all action suits claims and demands of whatsoever nature arising out of or in any way touching or concerning the hiring of the facilities

Signed on behalf of St Michael's Anglican Church _____

Signed on behalf of the hirer _____

Date _____

Steve Webster
Vicar
9380 6387

Emma Sugars
Office Secretary
9380 6387