

**APPLICATION & AGREEMENT FOR USE OF PARISH FACILITIES
 (Casual use)**

PLEASE COMPLETE ALL SECTIONS

Name of Hiring Party

Purpose for Hall Hire

Details of representative responsible for use of Parish facilities: keys, lights, heaters, cleaning, etc

Name

Address

Telephone – Home/ business Mobile

Email.....

Details of representative responsible for payment

Name

Address

Telephone – Home/ business Mobile

Email.....

Name of Insurer Policy NO

Public Liability Amount covered \$..... * Please enclose copy of policy

Please tick which of the following venues you require:

T 1 - Trinity Hall
T2 -Meeting Room

T 3 - Carter Hall
K - - Trinity Hall Kitchen

Day/ Dates required

Times required: from To (Including set-up and cleaning up afterwards)

Days, dates, / periods NOT REQUIRED (eg School Holidays)

As discussed, the FEE will be per.....

On behalf of the hirer, I agree to pay the fee and the conditions overleaf which form part of this Hire Agreement and to the provision of Public Liability cover.

Signed

Date

Name (Print)

**Please return completed form to
 Holy Trinity Anglican Church Surrey Hills
 PO Box 300, Surrey Hills, 3127,**

**or Ruth Rundle
 16 Balmoral Crescent, Surrey Hills, 3127
 H 9890 9756 or M 0417 111 859
 E – jhmrrundle@optusnet.com.au**

HIRE TERMS AND CONDITIONS

In this agreement:

'MATC' means the Melbourne Anglican Trust Corporation ABN 82862724352, the owner of the Parish's facilities.

'Parish' means Holy Trinity Surrey Hills & Mont Albert ABN 93093063173 on its own behalf and as the agent for MATC (as the case requires).

'Parish Facilities' means the whole of the parish centre of which the venue forms part;

'Parish Site' means all the Parish's land on the corner of Union Road and Montrose Street Surrey Hills.

'Venue' means that part of the Parish Facilities the nominated overleaf.

The Hirer must:

1. clean up the Venue after use, and in particular:
 - a) remove all rubbish from the Parish Site (the Parish's rubbish bins are not available to hirers);
 - b) vacuum the carpeted areas and spot clean any stains;
 - c) hard floors should be swept after use;
 - d) remove all hired goods immediately at the conclusion of the hire;
 - e) ensure that the toilet areas are left in a clean and tidy state;
 - f) return all furniture and equipment to their original location and position after use;
2. if the kitchens have been used for food preparation or serving of food and/ or beverages:
 - a) pay the Trinity Hall kitchen hire charge for the duration of the Trinity Hall hire;
 - b) mop the floors and wipe down the bench surfaces;
 - c) clean up any spills;
3. turn off all lights & air conditioners and secure all doors at the conclusion of your event;
4. pay an **additional fee** of \$50 if the lights and/or air conditioning is not turned off;
5. not serve any alcohol without the prior the parish's Parish Council;
6. not permit smoking anywhere on the Parish Site;
7. not permit the hirer or invitees to park on the Parish Site without prior approval;
8. vacate the Venue by the nominated time and without disturbance to the Parish's residential neighbours;
9. monitor all noise emanating from the venue so as not to disturb adjoining neighbours;
10. not cause and damage to the Venue or the Parish Facilities, and accordingly:
 - a) make only affix decorations in a manner which will not mark or damage the walls and paintwork;
 - b) lift all furniture when moving it;
11. ensure that the person nominated as responsible for the hiring is present at the conclusion of the event to ensure that all requirements have been met and to check and secure the Parish Facilities;
12. pay the Fees to the Parish in the manner nominated in writing from time to time;
13. return the keys to the Parish in the manner and at the time as may be agreed at the time this agreement is signed.

The Hirer agrees that:

14. prior to using the Venue the Hirer must provide evidence of public liability insurance for at least five million dollars;
15. it has inspected the Venue and acknowledges that it is suitable for the purpose for which the Hirer intends to use it;
16. the Hirer indemnifies the Parish and the MATC from all liability and claims arising from the use of the parish facilities;
17. it will supervise and monitor the safety of children using the Parish Facilities or Parish Site;
18. it has any necessary Working with Children accreditations as may be necessary for the intended use;
19. the intended use is not political, religious or for a cause for which has been disclosed overleaf and for which the prior written consent of the Vicar of the Parish has been obtained.