

APPLICATION TO HIRE AUDITORIUM

NAME OF HIRER: _____

CONTACT PERSON: _____

ADDRESS: _____

SUBURB: _____ POSTCODE: _____ PHONE: _____

WHAT DAY DO YOU WISH TO HIRE THE AUDITORIUM: _____
(EG: Monday, Tuesday....etc)

WHAT DAY PART/S DO YOU WANT TO HIRE THE AUDITORIUM FOR?
 MORNING AFTERNOON EVENING

PERIOD OF HIRE: ONE-OFF, Date: ___/___/20___
 WEEKLY, From ___/___/20___ To ___/___/20___
 FORTNIGHTLY, From ___/___/20___ To ___/___/20___
 MONTHLY, From ___/___/20___ To ___/___/20___
 OTHER Please Specify: _____

WHAT WILL YOU BE USING THE AUDITORIUM FOR?

All Hirers must have Public Liability Insurance of \$5,000,000.00 or more.
Do you have Public Liability Insurance of \$5,000,000.00 or more?
 YES (Please attach Certificate of Currency)

Do you agree to abide by the Conditions Of Hire? YES
(Conditions of Hire are detailed on the next page)

SIGNED: _____

PRINT NAME: _____

DATED: ___/___/20___

CONDITIONS OF HIRE

Central Church Ipswich allows the use of the Auditorium to clients who are not members of the church on the basis that the following conditions are met. Should the client not adhere to these conditions, future use of the facility could be refused and costs for cleaning and/or repairs incurred.

1. There is to be no alcohol or smoking on the premises.
2. There is to be no gambling (raffles etc) conducted on the premises.
3. Payment for Auditorium Hire must be made one week in advance of the day of hire.
4. The Auditorium may not be used for religious ceremonies or spiritual events contrary to the beliefs and practices of the Presbyterian Church, and such decisions rest solely with the Elders of Central Church Ipswich.
5. Locking and unlocking the facility should be negotiated with church staff prior to the hire.
6. Users should **not** turn PA system, computers or data projectors on or off. Church staff should be contacted to do so.
7. Only blue tac to be used on walls or ceilings to attach items.
8. All crockery and cutlery (if used) to be cleaned and returned to correct places.
9. Any breakages and losses must be reported and reimbursed.
10. The Auditorium must be left clean. If a user is dissatisfied with the cleanliness of the facility this should be reported to Church staff **before** the hire commences.
11. Users must supply their own linen if required.
12. Fire regulations must be adhered to. clients should familiarise themselves with the evacuation plan and inform all visitors to the facility of the plan.

AUDITORIUM CHARGES

CONFERENCE RATE	NIGHT OR PART DAY	FULL DAY (8am - 6pm)
Use of Auditorium including: - Fluorescent Lighting - Air Conditioning	\$200	\$250
Any PA or Data Projection	\$400	\$550
Sound Engineer/AV operator (You cannot use the sound gear or projection facilities without an operator)	\$25 per hour (minimum 3hrs)	\$25 per hour (minimum 3hrs)

CONCERT RATE	PART DAY	FULL DAY (9am - 10.30pm)
Use of Auditorium including: - air-conditioning - fluoro and concert Lighting - full sound system and AV	\$800	\$1100
Sound Engineer/AV operator (You cannot use the sound gear or projection facilities without an operator)	\$25 per hour (minimum 3hrs)	\$25 per hour (minimum 3hrs)

NOTE: GST to be added to all charges