

## APPLICATION TO HIRE HALL

NAME OF ORGANISATION: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SUBURB: \_\_\_\_\_ POSTCODE: \_\_\_\_\_ PHONE: \_\_\_\_\_

DO YOU WISH TO HIRE:    MAIN HALL AREA    SUNDAY SCHOOL ROOM    BREAK OUT ROOM

WHAT DAY PART/S DO YOU WANT TO HIRE THE FACILITY FOR?

MORNING    AFTERNOON    EVENING

PERIOD OF HIRE:    ONE-OFF, Day \_\_\_\_\_ 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 FACILITY FOR?

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All Facility 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 its facilities 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 Facility Hire must be made one week in advance of the day of hire.
4. The Facility 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. Only blue tac to be used on walls or ceilings to attach items.
6. All crockery and cutlery (if used) to be cleaned and returned to correct places.
7. Any breakages and losses must be reported and reimbursed.
8. The Facility must be left clean.
9. Users must supply their own linen if required.
10. Fire regulations must be adhered to.

## CHARGES

<b>VENUE</b>	<b>MORNING</b> 7am - Noon	<b>AFTERNOON</b> Noon – 6pm	<b>EVENING</b> 6pm – 10.30pm	<b>KITCHEN</b> Optional Extra
Main Hall Area 15m x 9m + Stage	\$40	\$40	\$50	\$20
Sunday School Room 9m x 6m Air-Conditioned	\$25	\$25	\$30	\$20
Break Out Room 5.5m x 3.5m Air-Conditioned	\$20	\$20	\$20	\$20