

 **CENTRAL**CHURCH IPSWICH
APPLICATION TO HIRE HERITAGE BUILDING

NAME OF HIRER: _____

CONTACT PERSON: _____

ADDRESS: _____

SUBURB: _____ POSTCODE: _____ PHONE: _____

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

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

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 HERITAGE BUILDING 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 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. 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. No items to be attached to ceilings or walls.
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 Facility 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.

HERITAGE BUILDING CHARGES

VENUE (Inclusions)	NIGHT OR PART DAY	FULL DAY (7am - 10pm)
Use of Heritage Building including - Fluorescent Lighting - Basic PA - Carparking	\$300 Morning (7am – Noon) \$300 Afternoon (Noon – 6pm) \$350 Evening (6pm – 10pm)	\$550
Data Projection	\$150 plus	\$250 plus
Audio-Visual operator (You cannot rent the data projector without an operator).	\$25 per hour (minimum 3hrs)	\$25 per hour (minimum 3hrs)

NOTE: GST to be added to all charges