

# Terms and Conditions of Hire 2023



The church and hall buildings are owned by the Trustees of the Anglican Diocese of Tasmania and managed by Wellspring Parish and are therefore subject to the policies of both organisations. The following outlines the terms and conditions of hire.

## **Application Form**

All requests to hire the facilities must be in writing. See application form at end of this form.

## **Obligations of the Hirer**

- To pay all fees in the time and manner agreed.
- To leave the facility clean and undamaged, with all furniture or other physical items returned to their original location and condition. After using a space ensure it is vacuumed, rubbish/recycling removed, furniture reset and any additional cleaning protocols followed. Piano will not be moved without prior agreement of the Parish.
- To seek agreement with the Parish prior to bringing in and using (indoors or outdoors) any extra equipment, structures, displays, decorations etc.
- Not to permit smoking on the premises or within three (3) metres of outdoor areas adjacent to Wellspring.
- Not to remove anything owned by the Parish from the facility without the Parish's agreement.
- Report any breakages or losses to the church and pay for its repair or replacement.
- Switch off lights, heaters and electrical equipment, and secure windows and doors before leaving the premises.
- Return any keys provided by the church at the end of the hire period as agreed.
- Not to carry out, in or about the facility any illegal activity.
- Not to unduly disrupt or interfere with the activities of others on the site.
- Where a facility is used for longer than the period of hiring the Hirer will be required to pay the additional charge calculated at the relevant rate.

## **Cancellations**

We require at least one weeks' notice to any changes in bookings. If we are not notified of any changes, full rates will apply according to the original booking.

## **Avoid disturbance to our neighbours**

The church is located in a residential area. Evening functions are to be concluded by midnight. No music etc. should be played after 11pm nor should it be audible outside of the property. Drivers must not park over driveways, and must leave quickly and quietly. Breach of any of these terms may result in refusal of future requests for hire. We do not permit liquor to be sold on the premises. If at your event you wish to permit BYO alcohol, please consult the office.

## Public Liability Insurance

All hirers must be insured to a suggested value of \$10 million against:

- Injury to persons while on the property
- Damage to the property due to the activities of the hirer
- Workers' compensation to cover any employees of the hirer required to work on the property

On applying to hire the premises, organisations must provide a copy of their Public Liability Insurance certificate current for the period of hire, whether for a one-off event or periodic events. Once-off hirers who do not have appropriate Public Liability Insurance coverage can purchase insurance through [anglicanhalls.com.au](http://anglicanhalls.com.au). Cost is from \$60 per event. Please provide a certificate of insurance along with this completed hire agreement.

## Hire Fees

Our current charges are:

Hire Type	Price per hour (excl GST)	Price per hour (incl GST)
Hall (casual) Hire	\$36.82	\$40.50
Hall (regular) Hire	\$31.82	\$35.00
St Peter's Hire	\$26.36	\$29.00
Kitchen Hire	\$20.90	\$23.00
Auditorium Hire	\$79.55	\$87.00
Lord St Meeting Room Hire	\$24.55	\$27.00
Sound Engineer	TBD	TBD

Wedding Hire: \$550.00 per event

For casual users (2 or less bookings per annum) an invoice will be sent on receipt of your approval of application. This amount will be due prior to the event taking place.

Regular users (3 or more bookings per annum) will be issued with invoices quarterly or monthly (as discussed), payment due by invoice due date.

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The hirer shall ensure that all employees, independent contractors, agents or persons engaged by the Hirer who enter the premises or grounds hired, comply with all lawful directions given by the Parish and comply with and abide by the terms of this agreement.

You must appoint a Chief Warden who will be responsible for Emergency Procedures. The appointed person needs to inform themselves of their responsibility by reading the below Emergency Procedures.

## Emergency Procedures

As the principal hirer of your space you are responsible in the event of an emergency to evacuate the room/s you are occupying. Hirer must name a competent Chief Warden. In case of emergency please notify Wellspring church office following the event so it can be logged.

**Principal Hirer Obligations:** The Chief Warden will appoint one or more competent people as Floor Wardens from their group to assist during an evacuation. The number of Floor Wardens appointed will depend on the number of people in attendance at each event and their individual or group needs (1 floor warden per 20 persons).

The Chief Warden shall brief all Floor Wardens on their roles and responsibilities. Wardens shall familiarise themselves with:

- Layout of the building and the location of all emergency exits
- The location of their closest exit & assembly area i.e. corner of Grosvenor & York Streets
- Method of raising the alarm – break glass in foyer and Call 000.

In the event of smoke alarms activating or other notification of a fire being given, the nominated Wardens shall take the following actions:

### ***Chief Warden Responsibilities (white vest)***

- Ascertain the nature of the emergency and determine the appropriate action
- Initiate evacuation
- Ensure all persons are notified of the emergency (Hall hirers may use microphone in sound cupboard and auditorium hirers may use emergency announcement microphone at sound desk)
- Ensure that the Tasmanian Fire Service is notified – call 000 & Ensure that the Floor Wardens are notified of the situation
- Ensure that the rooms you have hired have been totally evacuated & Ensure exits are secured to prevent re-entry
- Brief the emergency services personnel upon arrival

### ***Floor Wardens Responsibilities (yellow vest)***

- Commence evacuation & Ensure that all persons have been notified
- Search all areas your group has hired to ensure all persons have been evacuated
- Communicate with the Chief Warden and act on his/her instructions
- Assist any mobility-impaired persons & Ensure the orderly flow of persons to the assembly area: corner of Grosvenor & York Streets & Secure exits to prevent re-entry to the building

I have read and understood the terms and conditions of hire.

Signed: \_\_\_\_\_ Dated: \_\_\_\_/\_\_\_\_/20\_\_\_\_

Printed Name: \_\_\_\_\_

**\*\*\*For organisations only – child-related activities\*\*\***

Are children involved in this activity? Yes                      No      (please circle)

If Yes, please sign at bottom of page if you agree with this ' We confirm that all adults in this child related activity have been screened by us and accepted as being suitable to work with children; and comply with State legislation requiring them to have a current Working With Vulnerable People, Child Related Activity Card'.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_ / \_\_\_\_\_ /20\_\_\_\_\_



## Application for Hire of Wellspring's Facilities 2023

Company/organisation name:

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ P/Code: \_\_\_\_\_

Ph Number(AH): \_\_\_\_\_ (BH): \_\_\_\_\_

Mobile number: \_\_\_\_\_ Email: \_\_\_\_\_

Purpose of hire: \_\_\_\_\_

Facilities to be hired:

☐ Hall ☐ Auditorium ☐ St Peter's ☐ Meeting Room ☐ Kitchen ☐ Foyer

Equipment use (piano/kitchen items/chairs/tables):

Hire Period:

Date & Time Period: \_\_\_\_\_

Signed: \_\_\_\_\_ Dated: \_\_\_\_/\_\_\_\_/20\_\_\_\_

**Public Liability Insurance (tick one box only)**

☐ I/We have provided a copy of my/our current Public Liability Certificate of Currency. **OR**

☐ I/We have purchased coverage through [anglicanhalls.com.au](http://anglicanhalls.com.au) and provide the Certificate of Currency.