

Conditions of Hire

- Charges for the use of the facility must be paid at the time of the application, on receipt of an invoice, or by arrangement with the booking officer. The fee is \$ 18.00 per hour.
- Charges for the use of the Red Door Hall's AV equipment must be paid at the time of the application, on receipt of an invoice, or by arrangement with the booking officer. The fee is \$15.00 per 3 hours of use.
- The hirer must follow all directions given by the booking officer and is responsible for the overall supervision of the event and compliance with all laws and regulations that apply to the event.
- The hirer must not do or allow to be done anything that does or may cause damage.
- Items are not to be attached to walls, floors, or any part of the buildings without the prior written permission of the booking officer.
- The hirer is responsible for the repair or replacement of any damage caused. Should any damage occur, the booking officer's assessment of the issue will be final.
- If the hirer loses key/s, and replacement key/s or locks are required, the hirer will pay the cost.
- The hirer must switch off all lights, fans, heaters, air conditioners, and other electrical equipment (other than refrigerators).
- The facility and toilet doors are to be locked, windows are to be closed and locked, and the hirer is the last person out of the facility to lock the front door (no person is to be left inside).
- The Parish makes no guarantee to the hirer about the condition of the facility, or its suitability for the hirer's purpose.
- The facility must be left clean and tidy and in the same condition as the hirer found it, noting chairs are to be stacked neatly, all external doors are to be locked, all rubbish is to be removed, and toilets are to be cleaned, swept, and locked.
- The use of the facility is always at the risk of the hirer.
- The Parish will not be responsible for the acts or omissions of contractors engaged by the hirer. The hirer must ensure that all contractors have public liability insurance.
- No sales of any kind are permitted without the prior written approval of the booking officer.
- Subletting of the facility is not permitted.
- People authorised by the booking officer will at all times be entitled to free access to all parts of the facility.
- The hirer is aware that the facility is within a residential area, and the hirer must ensure that all people attending the facility refrain from any behaviour which could be interpreted as disturbing the neighbours or infringing on a person's property and/or rights.

- The hirer of the facility and guests are only entitled to access to any approved associated elements hired. This does not extend to any other Parish property.
- The hirer must ensure that guests park only in the designated car park or on the street. Parking on lawns or nature strips is not permitted.
- The Parish accepts no responsibility for private property left in the facility.
- If kitchen facilities are used, the hirer must ensure that: all appliances are left clean and tidy, no food or drink is left in the facility, all rubbish/recycling is removed and placed in the appropriate bins, or removed entirely off-site, the dishwasher is clean and empty, and the refrigerator(s) are left switched on.
- Alcohol must not be served at an event without the written consent of the booking officer.
- Smoking is not permitted in any part of the facility.
- The hirer accepts responsibility for the safe custody of the property during the term of the hire.
- The person who signs for the key must make sure no one is left inside the facility or the toilet.
- All doors, windows, and the driveway must be locked when finished.
- The hirer indemnifies the Anglican Parish of Moruya for any liability arising from the hire and use of the buildings and other property.

Undertaking

I agree to abide by the above Conditions of Hire for the Hall; and for any additional items specified in the Property Hire Agreement at Attachment A.

Signature of authorised representative

Date

Admin:

- **Key/s** will be issued on Tuesdays from 9.00 am until 1.00 pm. Other times, with arrangements with the Booking Officer.
- **Payment**, an invoice will be raised before the event with payment before the event or one week after the event.
- **Bank Details:** (Use booking name as reference)
 Name - Anglican Church of Australia Parish of Moruya
 Branch - Moruya
 BSB - 082 739
 Acc No - 50 981 2159