

Annesbrook Church Facility Hire Management Agreement

This agreement:

- Explains management arrangements for the Annesbrook Church facility.
- Specifies who may use the hall and the types of permitted use.
- Sets out the conditions and rules for use.
- Charges and application form.

1. Management of the Facility

Responsibility for management of Annesbrook Church lies with the Annesbrook Church management team.

The Annesbrook management team reserves the right to refuse any application for hire by an individual or organisation.

2. Use of the Facility

Persons who may use the facility:

- Any partner of Annesbrook church
- Any appropriate community group on application

Permitted non-church related uses:

- Theatrical, musical, dance performances
- Community meetings
- Celebrations such as weddings, birthdays and funerals
- Any other use which in the opinion of the Annesbrook Church management is appropriate.

Annesbrook Church is a place of worship; we would ask that all hirers respect this.

Annesbrook Church Facility Hire Rules and conditions of Hire

1. A \$500 deposit is payable to Annesbrook Church and must be included with the Facility Hire Agreement for Main auditorium use. This deposit will be forfeited if the booking is cancelled within one month of the intended date of hire.
2. An agreement form must be signed by the user and Annesbrook Property Manager. Charges will be made for cleaning where the centre is left in an unsatisfactory state.
3. The user will be responsible for collecting, and returning the key at the conclusion of the hire period. Balance of hire payment is to be paid on invoice by the twentieth day of the month following invoicing.
4. Smoking is not permitted in any building.
5. No candles, naked flames or smoke machines allowed.
Any Fire brigade callout fee will be paid by the hirer.
6. **Annesbrook Church does not have a liquor licence.**

While alcohol consumption is allowed on the property, drunken and unruly behaviour will not be tolerated.

We do not allow hard alcohol, such as heavy spirits, but do allow wine and beer.

Therefore, as responsible hosts, we encourage any alcohol consumption to be accompanied by food. Any intention to have alcohol present needs to be discussed with the manager at the time of booking.

7. No animals (other than guide dogs) are permitted in the buildings.
8. All users shall show regard to the safe and hygienic use of the facilities, be familiar with the safety information displayed in the building and take reasonable care to ensure occupants are kept safe from harm. Any hazard or potential hazard should be reported to the church office or Property Manager outside of office hours.
9. The user shall be responsible for complying with all government requirements.
10. Users should take note of the fire evacuation plan on the wall and note the location of the fire exits, fire fighting equipment and evacuation assembly points. A First Aid kit is stored in the Kitchen.
11. The facility is licensed for use by a maximum of 650 people at one time.
12. Rubbish – any rubbish generated by users of the facility should be removed from the building and placed in the Can Plan bin located outside the kitchen door.

13. Cleaning – the hirer will ensure that cleaning of the facility and grounds is undertaken at the conclusion of the hire period. Equipment such as tables and chairs are to be returned to the position they were in prior to the hire. If cleaning is not completed according to the guidelines provided, a cleaning service will be hired and charged to the hirer at a rate of not less than \$30 per hour.
14. Use of bluetack, pins, hooks, tape or similar decorating methods is not allowed.

If the user breaches any of the rules and conditions above, Annesbrook Management have the right to evict the user from the building and property.

Insurance and damage

- The hirer accepts all responsibility and liability for any damage caused to the building, contents or grounds by any person associated with the hirer during the period of hire.
- Any damage noted at the start of the hire period, including the presence of vandalism or a forced entry should be reported immediately to the church office.
- Any damage caused, or loss noted, while the facility is in use, should be similarly reported. Repairs will be made by Annesbrook Church at the hirer's expense.
- Consultation must be made with the Property Manager before any decoration of the facility. Any damage to the walls or interior will be at the user's expense.
- All the equipment and fittings, artworks, Music gear, computers, projectors etc that are in all the facilities belong to Annesbrook Church. Care should be taken to ensure none of these are damaged and replacement policy applies.

Annesbrook Church Facility Hire End of Event Check list

Before leaving

Please check:

- All lights are turned off.
- All furniture and other equipment stored as found.
- The doors and windows are securely locked and the alarm set.

Cleaning

Auditorium

- Straighten chairs
- Pick up rubbish
- Floor vacuumed if needed
- Turn lights off

Foyer/Café

- Sweep/mop floor if needed

Toilets

- Pick up rubbish
- Turn off lights

Hall 2

- Pick up rubbish
- Sweep floor if needed
- Close windows
- Lock outside doors
- Turn off lights and heaters

Kitchen

- All work surfaces to be thoroughly washed and cleared
- All cutlery, crockery, etc to be washed and put away
- All electrical appliances turned off
- Dishwasher turned off at wall
- All foodstuffs, waste and rubbish to be removed from the building

If you do not want to do cleaning Annesbrook Church can organise cleaners to come in after event at a cost of \$30 per hour.

