

OFFICE USE ONLY

- Insurance received & checked
- Input into meeting manager
- Invoice raised
- Hirer paid

Check by: \_\_\_\_\_

PO Box 165 Bondi Junction NSW 1355

Telephone: 02 9387 2300

Facsimile: 02 9387 6815

THIS IS A FOUR PAGE AGREEMENT. PLEASE ENSURE YOU COMPLETE ALL SECTIONS.

THE ROOM HIRE AGREEMENT IS COMPLETE ONCE BOTH PARTIES HAVE SIGNED.

**AGREEMENT** made the \_\_\_\_\_ (day) \_\_\_\_\_ (mth) \_\_\_\_\_ (year)

**BETWEEN** the *Church in the Marketplace* ("CMP") acting on behalf of The Uniting Church in Australia Property Trust (N.S.W) ("*the Church*") and

**NAME OF ORGANISATION / GROUP: ("*the Hirer*")**

**CONTACT NAME:**

**ADDRESS:**

**PHONE:**  **MOBILE:**

**EMAIL ADDRESS:**

**A. PURPOSE OF OCCUPANCY / USE:**

**Church in the Marketplace (CMP) reserves the right to only hire rooms for purposes in line with the ethos of CMP. Any changes to your purpose must be notified to CMP. CMP's Value Statement can be found at [www.cmponline.net](http://www.cmponline.net)**

Date/Day	Room Required	Begin & End times	Quoted Room Rate (GST excl)

SINGLE HIRE

OR... MULTIPLE BOOKING

OR... ONGOING BOOKING

**NOTE: Hire time starts when you wish to enter the building and ends when you leave the room. We leave 15 minutes between room hires, where possible, for the Hirer to set up. Minimum hire charge is 1 hour. You are required to have left the room by the time you have indicated above for the end time.**

**B. OTHER ITEMS:** PLEASE INDICATE [TICK] ANY ADDITIONAL REQUIREMENTS BELOW & TOTAL ASSOCIATED COSTS

ITEM	RATE	REQUIRED	COST (\$)
Kitchen (Level 2)	\$50+GST/hire		
TV / DVD	\$25+GST/hire		
Whiteboard Markers	\$10/refundable		
Flipchart - per pad	\$50+GST/hire		
Data Projector & screen	\$50+GST/hire		
Setup of chairs or tables*	\$40+GST/hr		
Microphone, Stand & Lead	\$50+GST/hire		
Extension cords	\$10/refundable		
Cleaning fee	\$40+GST/hr		
<b>TOTAL (\$) OTHER ITEMS</b>			

\* Please ensure you indicate your set-up requirements e.g. chairs / tables, on the provided floorplan.

Please indicate any additional needs:

**C. TOTAL HIRING FEE:**

Total Room Hire Cost	
Total of Other Items	
GST* (Yes/No)	
Cleaning Deposit (if applicable)	
<b>TOTAL</b>	

NOTE: Other items such as microphones, set up, use of kitchen, etc need to be indicated in the above section. If they are asked for on the day they: a) may not be available, b) will be charged as per the above cost schedule.

CMP reserves the right to relocate a booking when necessary into an alternate room appropriate for the intended purpose.

\* If you have elected above that GST is not applicable, please confirm that your GST exempt form is attached

**D. HEALTH AND SAFETY**

The purpose of a Health & Safety document is to address all aspects of real or potential emergencies in order to prevent loss of life and minimise the occurrence of injury, damage to property or significant disruption to operations. These procedure aims to:

- ensure Hirers are familiar with emergency procedures and are able to respond appropriately in the event of an emergency
- minimise both the likelihood of occurrence and any impact that an emergency (or potential emergency) may have at the workplace
- recognise hazards and understand appropriate reporting protocol

### Fire Evacuation

It is the Hirer's duty to:

- Participate in an onsite induction prior to teaching
- Read and be familiar with the evacuation procedures at CMP
- Know the exact number of people in class/meeting and who they are
- In the event of an evacuation, direct attendees to nearest exit, ensuring all have left the building and are at the assembly point.
- Notify building staff and fire brigade immediately if anyone is unaccounted for

### Environmental Safety

It is the responsibility of the Hirer to ensure that their environment is safe by:

- Recognising and identifying hazards
- Appropriately dealing with or containing any hazards
- If hazard is not able to be contained, it is the hirer's responsibility to report to building staff.

### First Aid

It is the responsibility of the Hirer to ensure that the health and safety of their clients are met by:

- Being appropriately accredited to run their activity
- Having the appropriate knowledge and information to deal with any health and injury situation that may be experienced by their clients
- Accept liability for any injury sustained by their clients at Church in the Marketplace
- Ensuring the appropriate first aid equipment is onsite to treat any potential injury that could arise from the activity
- Acting swiftly to contact and direct emergency services should the matter require health professionals

## E. CONDITIONS

### **PAYMENT:**

**Full payment** must be made a minimum of two weeks **prior to** the event unless agreed in writing by both parties, otherwise the booking will be cancelled.

Banking Details: **Acc:** CHURCH IN THE MARKETPLACE    **Bsb:** 634-634    **Acc #:** 100015348    **Ref:** Your Billing Name

Please make cheques payable to: **Church in the Marketplace** or contact the office on 02 9387 2300.

**Agreements which include monthly invoicing are required to pay within 7 days of the invoice date. A late fee of \$50per month may be charged to invoices left unpaid beyond the 7 day period.**

The parties agree that the Hirer and all persons authorised by the Hirer or acting on behalf of the Hirer are authorised to occupy the premises stated within this agreement during the specified times shall have the occupancy and use of the premises for the prescribed period and for the purpose described above except on Public Holidays Days or when altered by Church in the Marketplace at its discretion, and a suitable alternate room is provided.

### **CANCELLATIONS:**

In the event of cancellation of bookings, **14 days written notice** is required if any refund is to be claimed. A minimum 25% of the agreed hiring fee will be retained by the Church for cancellations made within 14 - 7 days prior to the hiring period.

**Refunds are not given to cancellations made 7 days or less prior to the booking date.**

### **SURCHARGES:**

- **Cleaning:** Hirers are required to clean the hired area upon completion. A cleaning bond (**\$500.00**) may be required in certain circumstances. The Church will determine whether this bond is refundable based on the state in which the space is left by the Hirer. The Church reserves the right to impose **additional costs** if cleaning costs or damage occurs. This may exceed the bond whether imposed or otherwise. (Our cleaning cost is \$40 per hour + GST). All excessive amounts of garbage is to be removed by the Hirer to avoid the cleaning fee. This includes returning tables to side of room and stacking chairs in bundles of 6.
- **Carpark:** Hirers *may* be allowed access to the facility via the carpark with a maximum of one car per booking. Access to the car park may be revoked at any time at the sole discretion of Church in the Marketplace. The car park is not to be used for personal use. Any vehicles found inappropriately using the car park may be towed and/or fined. The Hirer is asked to exit the car park once the booking time is complete.

**INSURANCE:**

The Hirer MUST have **Public Liability Policy** of at least \$5,000,000 and have provided proof of such prior to the use of the facilities. The Hirer indemnifies the Church, its offices and members for and against all damages, costs, claims and demands which may be made against the Church by the Hirer or any persons using the premises in connection with the Hirer's purpose, for any loss, injury or damage to persons or property sustained whilst in or upon the premises/property. Property owned by the Hirer and brought onto the premises is the Hirer's **sole responsibility** and is not covered by any Church insurance.

**GENERAL:**

The Hirer shall at all times whilst on the premises be responsible to:

- Keep the premises in a clean and tidy condition.
- Provide adequate supervision to ensure the safety of the premises and those persons in attendance.
- Briefed all attendees to the room, on fire safety procedures for the room being hired & ensure safe evacuation in the event of an incident or fire, as advised by the building alarm system or Church representative.
- Not access or use any of the balconies.
- Avoid any noise or action which will interfere with the Church's neighbours and/or other room hirers.
- Avoid any action which would cause damage or allow damage to the premises or its contents. The Hirer is responsible to pay for the repair of any such damage or loss to the premises or its contents which arise as a result of the occupancy of the premises under the terms of this Agreement.
- Leave the premises securely closed and locked with all lights, airconditioners/heaters and other appliances turned off or left in the manner prescribed by the Church representative.
- Comply with the reasonable directions of the Church's representative as to the use and rearrangement of furniture if any is used or moved by the Hirer.
- Ensure that there is **no smoking** inside the premises (including all balconies).
- Ensure that no alcohol is sold or consumed on the premises at any time.
- Ensure that **all activity conducted on premises** fits within the ethos of Church in the Marketplace.

**DISCLAIMER:**

The Church shall not be liable for any loss which the Hirer may incur due to the premises not being available for any reason beyond the control of the Church including Public Holidays.

This Agreement may be determined in relation to any future use of the premises upon either party giving to the other written notice which may be effective immediately.

**PLEASE TICK APPROPRIATE BOX:**

Our organisation is covered by a Public Liability Policy of at least \$5,000,000 & copy of the Certificate of Currency is attached to this form

We would like to apply for Public Liability insurance for this event (Cover for up to ten Days, for the ONE event).

I, the below signed and Hirer, have read all of the terms and conditions including the Health and Safety requirements, and understand and accept my obligations and responsibilities when onsite at 400 Oxford Street, Bondi Junction NSW 2022.

**Signed** to signify consent by the Hirer:

**NAME:** \_\_\_\_\_ **SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**Signed** by the Church Property Co-ordinator for and on behalf of The Uniting Church in Australia Property Trust (N.S.W).

**NAME:** \_\_\_\_\_ **SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**www.cmponline.net**