

PERSONAL HIRE AGREEMENT

(♣Personal hire for ♣Personal use)

Persons hiring or using buildings and other property of the Anglican Church accept responsibility for the safe custody of the property during the term of the hire or use. They are required to indemnify the Diocese for any liability arising from the hire and use of the buildings and/or other property.

I/we hereby confirm that I/we have read and fully understand and accept my responsibilities, as summarised above, in entering into this hiring agreement.

I/we have arranged my/our insurances to cover the liabilities listed above and to indemnify the Diocese and enclose evidence of this arrangement.

Or

I/we request that the Diocese arrange insurance to cover these liabilities to \$2 Million and I/we agree to pay the premium calculated at \$25.00 per day/\$..... per year. I/we accept that this insurance is subject to payment by me/us of the first \$250.00 for property damage.

Tick one box only

Date of Hire..... Nature of Hire/Use

Signed by the Hirer..... Date...../...../.....

Name of Hirer (please print).....

Parish.....

♣ *Personal means:*

The hirer is a person or an unincorporated group meeting for a non-commercial, non-political, non "cause/crusade" purpose where the meeting is not open to the general public and the hirer does not have a public liability policy. Examples of such activities are:

- *A private birthday party, celebration, wedding reception*
- *Dance practice not associated with a dance school or lessons and no fees are charged*
- *Friends who want a venue to read plays/poetry etc (but not rehearsals for a show)*
- *Knitting groups who like to meet to compare work/ideas*
- *Musicians using premises for non-commercial purposes (but not musicians who perform elsewhere)*
- *Informal support/self-help groups*

GROUP: _____ DAY: _____ DATE: ____/____/____

ROOM: _____ TIME: From _____ am/pm To _____ am/pm



All Saints Anglican Parish of Newtown & Geelong West
Anglican Church of Australia
All Saints' Hall
113 Noble Street, Newtown, Vic 3220
A.B.N. 29 957 515 395



PARISH FUNCTION BOOKING REGISTRATION FORM

NAME OF GROUP/ORGANISATION: _____

NAME OF CONTACT PERSON: _____

ADDRESS: _____

TELEPHONE: (Home) _____ (Business): _____

FUNCTION DESCRIPTION: _____

DAY OF FUNCTION: _____ DATE: ____/____/____

HOURS REQUIRED: From _____ am / pm To _____ am / pm

FACILITIES REQUIRED:

- | | |
|-------------|--------|
| CHURCH | YES/NO |
| MAIN HALL | YES/NO |
| KITCHEN | YES/NO |
| LAMP | YES/NO |
| KITCHENETTE | YES/NO |

NO. ATTENDING FUNCTION: _____

SETTING UP: _____ / _____ / _____ From _____ am / pm to _____ am / pm
(Day) (Date) (Time)

OTHER REQUIRMENTS

ACCESS REQUIREMENTS: Key issued YES/NO Key type: _____ Key no.: _____

NAME OF PERSON RESPONSIBLE FOR ACCESS: _____ PHONE NO. _____

Please note: unless alternative arrangements were made when booking with the Office Administrator, packing up and cleaning of the hall is the responsibility of the user.