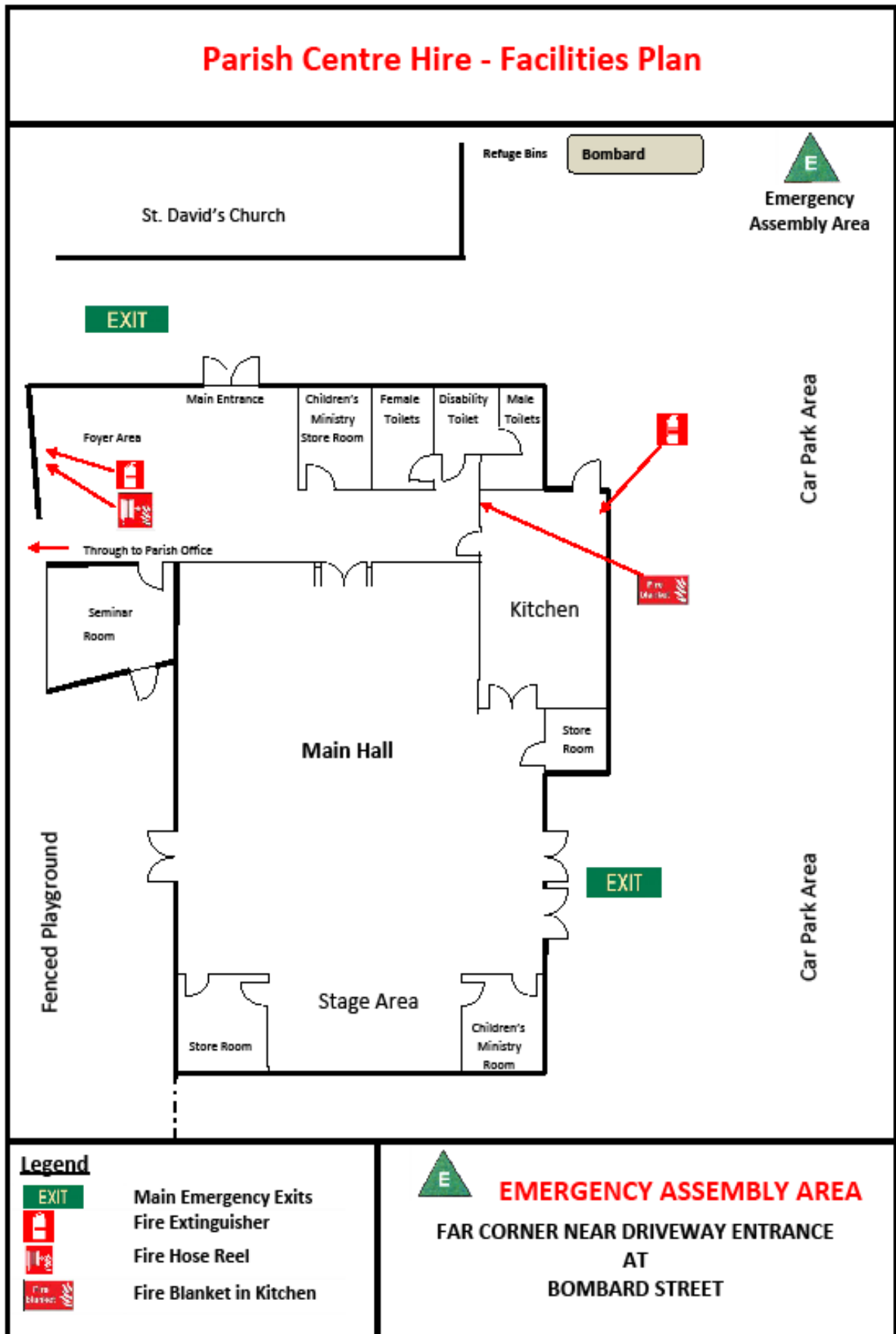


Applecross Parish Hall Hire Form

Policy & Procedures

Anglican Parish of Applecross
Parish Office, 54 Simpson Street, Ardross, 6153
Email: info@applecross.perth.anglican.org
Tel 08 9364 1718
Fax 08 9364 5050

Applecross Parish – Facilities Plan



HALL HIRE - POLICY AND PROCEDURES

Classification of Users and Hire Charge Rates

The hall/seminar room hire charges are agreed by the Church Council and stipulated for that financial year and are subject to change. Hire charges are divided into Standard (private/Commercial), Not for Profit/Community (registered charities) and Anglican Church Member/Organisation and differ from weekday prior to 6pm and post 6pm - weekend rates.

The standard rate for the use St David's Parish Hall is set annually in advance by the Church Council, Treasurer and Parish Administration Officer. GST is to be added to the total of each charge (including the insurance cost where applicable).

Definitions:

Private use is defined as being hire by 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, (**excluding 18th/21st**) celebrations, wedding reception; dance practice **not** associated with a dance school or lessons and where 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.

Standard rate is defined as being that rate charged by the Melville City Council for the hire of its hall.

Casual Hire is defined as being any hire of the premises that is for a one off event only.

Long term Hire is defined as being any hire that is for a continuous period requiring the frequent hire of the premises.

Calculation of Rate

The following table sets out how the calculation of Hall hire is determined from the Melville City Council rate for each category of hirer:

Classification of User	% of Standard Rate	
	Casual (C) Hire	Long term (LT) Hire
Church Groups covered by the Parish Insurance policy	Nil	Nil
Personal Use – Anglican Church Member	75	50
Not for profit Charity (registered charities only)	100	75
Personal Use – non-Church Member (Standard rate)	125	100
Company, Government Body, Incorporated Associations, and Other Groups (Standard rate)	125	100
Use by external parties where general public is admitted (Standard rate)	125	100



Bond Rate:

A bond will be charged on hire of the hall and St George's Church at the following rate for both casual and long term hire:

	Weekdays (\$)	Weekends from 6pm Friday (\$)
Hall	350	500
Seminar Room / St George's	200	280

Payment:

- Payment is calculated and payed per school term (10 weeks) Long term hire.
- School Holiday usage is to be negotiated and payed for on a separate basis.
- Payment may be made as either:
 - A single payment for the term or
 - In three tranches
- Initial payment must be effected 7 days prior to the date of hire.

Hire Process

The following process must be followed to secure your booking:

- Complete and return the Booking Form to the Parish Office along with your Bond and administrative fee.
(This can be done in person during Parish Office normal opening hours or by scanning in your completed form and emailing it back to the Parish Office on info@applecross.perth.anglican.org)
- Scan and email a copy of your Certificate of Currency if you are providing your own public liability insurance.
- You will receive an invoice/statement back via email confirming your booking (please ensure you provide an email address on your booking form).
- Initial payment must be made at least 7 days in advance of the booking date.
- Payment can be made by cash, cheque or direct credit only. The parish bank details for payment by direct credit are:

Bank: Anglican Community Fund
Account Name: Anglican Parish of Applecross
BSB: 706 001
Account No: 30003689

Return of Bond

Upon satisfactory inspection and the return of any key or key code to the Parish Office your Bond will be returned either by cheque (please ensure you provide a postal address on the booking form) or by direct credit to your bank account (please provide your bank details on the booking form).

Hall Hire Rates

Daytime prior to 6 pm	\$ per Hour ex. GST		Weekends and post 6 pm	\$ per Hour ex. GST	
	C	LT		C	LT
Hall					
Standard rate	37.50	30	Standard rate	50	40
Non - Profit/Community rate	28	22.50	Non - Profit/Community rate	37.50	30
Anglican Church Member/Organisation rate	19	15	Anglican Church Member /Organisation rate	25	20
Seminar Room					
Standard rate	19	15	Standard rate	25	20
Non - Profit/Community rate	14	11.50	Non - Profit/Community rate	19	15
Anglican Church Member/Organisation rate	12.50	10	Anglican Church Member/Organisation rate	12.50	10

Please Note— In addition to the hourly rate, bookings incur an administrative fee (non-refundable) and a Bond Fee (refundable) within 10 working days following the inspection of the premises. Please refer to Terms & Conditions and Obligations of the User.

Facilities available for use by hirer:

The Parish Hall:

- A stage area, glass doors leading directly to the car park and further glass doors leading out to the outdoor play area for small children.
- A maximum capacity of 230 people.

Includes:

- 100 chairs, 20 trestle tables which can seat 8 people comfortably.
- Fans available for use as well as several power sockets.
- The use of sound systems is permitted, however, smoke machines, foam and bubble machines are not.
- A large extensive kitchen including a fridge, cooker, microwave and wall mounted hot water urn for tea and coffee making. A limited number of crockery, cutlery and glassware is available for use.
- Please make use of the cleaning equipment available on site.

A Seminar Room:

- With whiteboard and chairs.
- Accommodates a maximum of 15 people.

NB Hire does not include access to the kitchen, hall or outside play-area. There is a comfortable communal foyer area to the right of the main entrance into the Parish Centre.





St George's Church Hire Rates

Daytime prior to 6 pm	\$ per Hour ex. GST		Weekends and post 6 pm	\$ per Hour ex. GST	
	C	LT		C	LT
Standard rate	27	20	Standard rate	35	26
Non - Profit/Community rate	20	15	Non - Profit/Community rate	27	20
Anglican Church Member/Organisation rate	13	10	Anglican Church Member /Organisation rate	17	13

Please Note— In addition to the hourly rate, bookings incur an Administrative Fee (non-refundable) and a Bond Fee refundable within 10 working days following the inspection of the premises. Please refer to Terms & Conditions and Obligations of the User.

Facilities available for use by hirer:

The Church:

- A maximum capacity of 83 people.

Includes:

- 12 pews available for use.
- 30 chairs, 2 metal card tables & 3 trestle tables
- Ceiling fans available for use as well as several power sockets.
- Reverse Cycle Air conditioning.
- The use of sound systems is permitted, however, smoke machines, foam and bubble machines are not.
- A kitchen including a fridge, microwave and kettle for tea and coffee making. A limited number of crockery, cutlery and glassware is available for use.
- Please make use of the cleaning equipment available on site.
- Parking on and off site.





HALL HIRE - MEMORANDUM OF HIRE / USE OF FACILITY

Please complete this form and return it to the Parish Administration Officer

Facility <i>(circle the facility required)</i>	St David's Parish Hall/St George's Church/Seminar Room	
Owner	The Perth Diocesan Trustees	
Parish Representative	Sarah Hovell Parish Administration Officer	Phone: 9364 1718 Email: info@applecross.perth.anglican.org

Name of User/Group/Organisation:		Bank Details: (for return of Bond) Account Name:
ABN (if applicable) :		BSB Account No:
Address of User:		
Name of Contact Person:	Phone No:	Email:
Nature of Use/User: <i>(select one from each box)</i>	Parish Group/Individual/Club/Commercial/Other <i>(state)</i>	Local/Other <i>(state)</i>
Purpose of Use: <i>(select one)</i>	Personal /Charity/ Commercial <i>(see Appendix D)</i>	Will General Public be admitted Yes/No <i>(please circle)</i>
Date (s) of Use:	From:	To:
Time (s) of Use:	From:	To:
Fee =Rate x no. of hours of use (see hall hire rates)		\$
Administrative Fee (inc. GST)		\$27.50
GST for Hall Hire if applicable:		\$
Insurance details: <i>(where appropriate) (\$25 charge to use Parish insurance)</i>	Policy No:	Cover \$
Bond: (refundable, see Terms & Conditions)		\$
Total payable:		\$

Parish Office: 54 Simpson Street, Ardross, WA 6153 - Phone: 9364 1718
Email: info@applecross.perth.anglican.org



Terms & Conditions and Obligations of the user:

1. All hire charges for the use of facilities will be received at a time arranged when the booking is accepted including the Bond Fee (refundable) / Administrative fee (non-refundable) which will be reimbursed after 10 working days if the Terms & Conditions and Obligations of the hirer are met.
2. Whilst every endeavour will be made to accommodate unscheduled Church events (such as but not limited to, funerals) to avoid disruption to the hirer such events will take priority. In the event of this occurring the hirer will be given as much notice as is possible to re-schedule or temporarily cancel their booking for that time.
3. The hirer is responsible for leaving the premises in good order, locking and making secure the premises and leaving the building in a clean and respectable condition, fridges will be emptied and shelves left in their original positions.
4. All rubbish is to be cleared and bins emptied into the council collection bins situated outside the building in the car park.
5. Anything owned by the Parish will not be removed from the facility.
6. Anything moved around the facility will be lifted (not dragged), and returned to its original position. If any damage to the floors from the moving of furniture occurs, the repair cost or replacement will be charged to the hirer in addition to the bond being forfeited.
7. Smoking is **NOT** permitted in the building, persons wishing to smoke may do so only outside the building.
8. Objects will not be placed in a position where they might fall and/or cause an accident - either within the facility or whilst being stored away in their usual places. Tables and chairs are to be stacked in the designated areas.
9. All breakages and damages sustained must be reported by the hirer to the Parish Administrator. All costs of repairs or replacements will be met by the hirers. Repair costs in addition to the bond, will remain the responsibility of the hall hirer. Sticky tape will not be used on any surface and any Blue-tac used will be removed.
10. No-one will enter parts of the Parish property other than that which has been agreed upon.
11. Unless otherwise agreed no Hirer may use or enter any of the storage cupboards in the Hall or Foyer
12. There will be **NO** sale of Alcohol and Alcohol may not be supplied to anyone under the age of 18!
13. All lights, heaters, fans, urns or water heaters, and appliances are to be turned off at the conclusion of the function and other switches are not to be tampered with. The oven and other kitchen appliances except the kitchen fridge are to be turned off.
14. All doors and windows will be secured.
15. Arrangements regarding access and locking of the facility will be made at the time of booking. Any keys/key codes will be returned to the Parish Administrator at the Parish Office in the manner and time agreed.
16. Evening functions will end by 10.30 pm and the facilities will be vacated quietly. Taxis need to be ordered in time for the departure time of 10.30pm.
17. Nuisance will not be created for neighbours by noise, lights or cars etc. (including parking).
18. Illegal activities will not be undertaken.
19. The prior agreement of the Parish Administrator will be obtained before decorations or exhibits are displayed in the facility.
20. Any cost resulting from having to involve Police or other security personnel will be borne by the hirer.
21. Public Liability Insurance cover for at least **\$5 million** will be held by non-personal users, and for at least **\$2 million** for personal users (as defined below). Evidence of insurance cover and currency will be produced to the Parish Administrator at the time of booking.
22. A copy of the user's document of constitution will be produced on request by the Parish Administrator for inspection by them or their representative.



Cancellation of bookings:

Hirers are required to give **14 days'** notice of cancellation for one off/casual bookings and **one** School Term notice for on-going/regular bookings. If a hirer cancels an event or an on-going booking without giving the appropriate notice their bond and hire costs/or monthly invoice hire costs payable in advance will be forfeited to the Anglican Parish of Applecross. Cancellations may only be effected by notice in writing (including email) unless otherwise directed written notice of the booking cancellation should be provided to the Parish Administration Officer. The Anglican Parish of Applecross reserves the right to cancel any one off/casual or on-going/regular bookings in consultation with the hirer.

I/we hereby confirm that:

- A. I/we have read and fully understand, accept and agree to abide by the terms and conditions set out above;
- B. I/we indemnify the Owner, the Parish Wardens, Parish Councillors, Parish Administration Officer from and against all actions suits claims and demands of whatsoever nature arising out of or in any way touching or concerning the use of the facility.

(Delete one of the following as appropriate)

- C. I/we have arranged my/our insurances to cover the liabilities listed above

OR

D. For a person or unincorporated group meeting for non-commercial, non-political, non "cause/crusade" purpose where the meeting is not open to the general public and the user does not have a public liability insurance policy, I/we request The Parish arrange the required insurance at a rate of \$25 per day/ \$..... per year; and I/we accept that this insurance is subject to payment by me/us of the first \$250 for property damage.

Signed on Behalf of the Owner:	Date:
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Signed on Behalf of the Hirer:	Date:
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For Office Use Only

Ins. Cert of Currency received Yes/No	Policy No:	Copy to David Loo Yes/No
Copy to Office Yes/No	Payment inc. Bond received Yes/No	\$
Invoice No:	Invoice Issued Yes/No	MYOB Receipt No: CR



St David's Anglican Church and Parish Centre
Cnr. Simpson and Bombard Streets, Ardross

St George's Anglican Church
Cnr. Kintail and MacLennan Roads, Applecross

Parish Office

54 Simpson Street, Ardross 6153
Telephone 9364 1718 – Facsimile 9364 5050
E: sarah.hovell@applecross.perth.anglican.org
Hall Hire E: info@applecross.perth.anglican.org

For more information please visit us at:
www.applecross.perth.anglican.org