

St Andrew's Anglican Church

Hall Hire Application

YOUR DETAILS

Your Name

Email address

Mobile

Work Phone

Home Phone

Company Name (optional) If this application is for an organisation or company what is the name?

Address What is the registered address of the organisation or company, or the applicants address if this is a personal hire?

About Your Function/Activity

Please describe in detail what will be happening at your function?

Religious or Spiritual?

Are any of your proposed activities for this hire of a religious or spiritual nature? (St Andrew's requires all organizations, individuals and activities held on the premises to be compatible with Christian beliefs and morals.)

No, this activity is not of a spiritual/religious nature

Yes, this activity is spiritual/religious and IS NOT COMPATIBLE with the beliefs of ACSQ.

Yes, this activity is compatible with the beliefs of the ACSQ.

Attendees Approximate number of attendees

Single or Recurring?

Is this application for a single event or recurring events?

Single

Recurring

What is the date of the first hire?

For recurring events, what is the date of the last hire in this calendar year?

Which day/s of the week are you planning to hire?

Starting time of recurring booking?

Finishing time for recurring booking?

What interval is the recurring booking?

Which Room?

Please select which room/s you wish to hire:

- Hall
- Kitchen
- Church
- Club Room (under the Church)
- Blue Room (under the Church)
- Not sure

Workplace Health and Safety Insurance

Do you have Public Liability Insurance?

The User will effect and maintain a policy of Public Risk Insurance covering the Permitted Use of the Premises for an amount not less than \$5 million (any one event) and provide a copy of the certificate of currency to ACSQ.

Yes

No

If you do not have Public Liability Insurance and the hire is for personal use, please read the following.

PERSONAL HIRE – INSURANCE PROPOSAL

(Personal hire for Personal use)

Parish Name: St Andrew's South Brisbane

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 request that the Diocese arrange Public Liability insurance to cover these liabilities to \$2 Million and I/we agree to pay the premium calculated at \$25.00 (Plus GST) per day or \$.....(Plus GST) per year. I/we accept that this insurance is subject to payment by me/us of the first \$250.00 for property damage. This application may be rejected by the Diocesan Administration Officer.

Personal means:

The hirer is a person or an unincorporated group meeting for a non-commercial, non-money making, 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 group

NOTE: A private charity fund raising event for a non-registered charity may be considered for cover under this policy if full details of what the event will include (e.g. numbers attending, door fee, meal provided and prepared by ?, auction or raffle etc) are submitted to the Diocesan Administration Officer well before the activity for the Insurer to review and advise if cover is accepted.

Insurance proposal confirmation

I/we hereby confirm that I/we have read and fully understand and accept my responsibilities, as summarized above, in entering into this licence agreement. I/we request that the Diocese arrange Public Liability insurance to cover these liabilities to \$2 Million and I/we agree to pay the premium calculated at \$25.00 (Plus GST) per day. I/we accept that this insurance is subject to payment by me/us of the first \$250.00 for property damage. This application may be rejected by the Diocesan Administration Officer. I acknowledge Queensland State Laws will accept this communication as containing my signature within the meaning of the Electronic Transactions (Queensland) Act 2001. www.legislation.qld.gov.au/Acts_SLs/Acts_SL_E.htm

No, I have not read and my application will be rejected.

Workers Compensation

The User must effect and maintain workers compensation insurance in respect of any employees of the User who are employed in connection with the use of the Premises.

Yes, we have workers compensation insurance for employees.

No we do not

Not applicable

Parish Safety Induction Booklet

Please read the Parish Safety Induction Booklet before proceeding further.

The User and the Emergency Floor Warden must read the "Parish Safety Induction Booklet" at <https://dioceseofbrisbane.sharepoint.com/sites/TheAnglicanResourceCommunity/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FTheAnglicanResourceCommunity%2FShared%20Documents%2FParish%20Safety%20Induction%20Booklet%2Epdf&parent=%2Fsites%2FTheAnglicanResourceCommunity%2FShared%20Documents>

If the Emergency Floor Warden is not the User, please copy and email the link to them before answering below. NOTE: If there is anything you do not understand it is your responsibility to contact us so we can answer those concerns.

Yes, I have been provided with information relating to working safely within the Parish and in Parish activities. I have been provided with a copy of the Parish Safety Induction Booklet. I have read the Parish Safety Induction Booklet. I will discuss anything that I did not understand with the Priest or Parish Staff.

No

Emergency Floor Warden

If the Emergency Floor Warden is not the User, the User will send the Emergency Floor Warden the Parish Safety Induction booklet (as above).

Yes, I have done this

No, I have not done this

Not applicable as I am the Emergency Floor Warden

Safety Concerns or Issues

The User will bring any concerns about safety issues to the Priest or Parish Staff that may arise during the hire period.

Yes

No

Use of Church Name

Agreed that the User will not use our name - "St Andrew's Anglican Church South Brisbane", "St Andrew's South Brisbane" or "St Andrew's Church South Brisbane" in any advertising material for this hire.

No, I do not agree, and my application will be rejected.

This application is on behalf of a Christian organisation associated with ACSQ and is therefore permitted to use "St Andrew's Anglican Church South Brisbane", "St Andrew's South Brisbane" or "St Andrew's Church South Brisbane" in any advertising material for this hire.

Failure to abide by these advertising conditions will result in the cancellation of your booking and bond.

Social Media

The User agrees to not use or reference our Church name: ("St Andrew's Anglican Church", "St Andrew's South Brisbane", "St Andrew's Anglican Church South Brisbane" or "St Andrew's Church South Brisbane") or our website or any social media St Andrew's is active on or on any other social media or online booking platform.

No, I do not agree, and my application will be rejected.

Use of Church Address

The User agrees to only use the address - 160 Vulture St, South Brisbane in any advertising material for this hire.

No

ALL SPECIAL CONDITIONS MUST BE FOLLOWED.

1. The User will comply with any Special Conditions set out in this application and any reasonable request by ACSQ concerning the use of the Premises.
2. The User will comply with all laws, including laws in relation to noise levels.
3. The User will use the Premises and all contents carefully and repair all damage caused to the Premises and/or contents.
4. The User will not allow the sale of alcohol on the Premises or the service of alcohol to minors.
5. The User will ensure that all persons allowed on the Premises by the User properly conduct themselves and do not smoke on or about the Premises.
6. This Licence is personal to the User and cannot be transferred or dealt with in any other way.
7. ACSQ makes no warranty that the Premises are now or will remain suitable for use for the Permitted Use and the User must satisfy itself in this regard.
8. The User uses the Premises at its own risk and, to the full extent permitted by law, releases ACSQ from all claims and demands resulting from any accident, damage or injury occurring at the Premises, except to the extent that it is caused by the wilful or negligent act or omission of ACSQ.
9. The User takes full responsibility for its conduct and that of its invitees whilst on the Premises.
10. Any property brought onto the Premises is the sole responsibility of the User.
11. The User indemnifies ACSQ against all actions, claims, damages and expenses (including legal costs on a solicitor/client basis) ("Claim") arising from or in consequence of: (a) the wilful or negligent act or omission of the User, its invitees and others for whom it is legally liable; (b) loss, damage or injury from any cause to property or person caused or contributed to by the use of the Premises by the User, except to the extent that the Claim was caused by the wilful or negligent act or omission of ACSQ.
12. The User will comply with all laws relating to the permitted use of the Premises, including the Work Health and Safety Act 2011. The User will consult, cooperate and coordinate with ACSQ regarding any health and safety issues arising at the Premises during the Hire Period.
13. The User will advise ACSQ promptly in writing the full details of any injury sustained or of any other incident occurring during the User's use of the Premises and which could give rise to a claim against ACSQ and/or the User.
14. If the User continues to use the Premises after the Licence Period with the consent of ACSQ it will do so on the terms of this Agreement.
15. If this Licence is of an ongoing nature (ie. not a one-off event), either party may terminate this Licence by giving one month's written notice to the other party.
16. If the User breaches this Licence and does not rectify the breach within 14 days of written notice from ACSQ requiring it to do so, ACSQ may terminate this Licence by written notice to the User.

17. Upon termination of this Licence, the User will promptly return all keys to ACSQ.
18. The User will, at their own expense, and/or when directed by the Parish Representative, arrange for police attendance.
19. The User will not move Pianos without prior agreement of the Parish Priest. The pianos are normally tuned once per year. If The User wants an extra tuning of one of the instruments, then The User will need to engage our recommended tuner and pay for this tuning.
20. The User will not enter or permit any person to enter any area other than the facility which is the subject of this agreement.
21. The User will clean all facilities after use.
22. a) Sweep the floors first.
23. b) Wet mop the HALL FLOOR using warm water with 1 cup of Methylated Spirits added, (NO DETERGENTS ARE TO BE USED ON THIS FLOOR);
24. Wet mop the CLUB AND BLUE ROOM FLOORS using only clean warm water, (NOTHING ELSE IS TO BE USED ON THESE FLOORS);
25. d) Wet mop KITCHEN floor with vinyl floor detergent, then rinse with clean water.
26. If the dishwasher is used, please make sure it is turned off.
27. The User will NOT use Tea Towels for drying dishes and utensils sanitized in the dish washer as this contravenes our licence conditions with the Brisbane City Council. If necessary, use paper towel to dry wet dishes and utensils.
28. The User will remove all rubbish from the premises. DO NOT USE OUR WHEELIE BINS, THEY ARE FULLY USED.
29. The User will return all furniture to its original position after you have finished with it.
30. The User will make sure that air conditioners and all lights are turned off and that all windows and doors are securely locked.

Agree to Special Conditions

YES: I have read points 1 - 30 of the Special Conditions and agree to abide by each of them,

No, I have not read points 1-3 and my application will be rejected.

Fees and Charges

Bonds Payable

The User will deposit a bond of \$500 as a guarantee of fulfillment of all terms and conditions, and as security against damage or extra cleaning. The User shall be liable to pay any further amount in excess of such bond on demand by ACSQ to meet the full cost of such damage or extra cleaning. Should the User not fulfill the terms and conditions then the bond shall be forfeited. If there is no breach of conditions, damage or extra cleaning costs the bond shall be refunded. If a key is needed, a \$120 deposit is required. All fees and deposit are to be paid before Keys will be issued.

Yes

No

Bond may be forfeited

Bond monies may be forfeited unless written advice of cancellation of booking is received two weeks prior to booking date. If the Parish Representative, or any Officer of the Parish, deems it necessary to shut down a function, with or without the aid of the police, the bond shall be forfeited. The User will respect the rights of residents near the facility. All guests are to be instructed to disperse quickly, quietly and with respect for the residents when leaving. Any complaints from the residents may result in the bond being forfeited.

Agreed

Not agreed to

Licence Fee

In consideration of payment of the Licence Fee, the User has a non-exclusive licence to use the Premises during the Licence Period and Permitted Hours and for the Permitted Use.

Accepted

Not accepted

The User will pay the Licence Fee in advance and according to the Frequency of Fee Payment during the Licence Period.

Yes

No

Projector and Screen Hire

We do rent out our projector and/or screen for a flat rate of \$25. However, we do NOT provide a laptop, so you will need to bring your own. We also suggest that you bring your own cord to connect the laptop to the projector (we do have cords, but they are not compatible with older PCs).

Yes, we would like to hire the projector and screen.

No

Music

If music is being played that is either recorded or performed, then you may need a licence from OneMusic Australia.

Background music can be covered by our licence for an additional fee.

Background Music is music is used from any number of radios, CD players, and music and music videos from smartphones, tablets, TV screens and other devices that are not used as a prominent feature of the entertainment of your event.

The definition of Background Music also includes any performer participating in the performance of music including featured and backup singers, musicians, DJs, electronic music artists, dancers etc as long as the Gross Expenditure on Live Artist Performers is \$4,000 or less.

Note, that if you are running exercise and fitness classes, a dance class, a concert, or a recital run by a Dance and Performance School (or Instructor) our licence would not cover you. You must get a licence from OneMusic Australia and ACSQ needs a copy of your valid licence before hire is approved.

<https://onemusic.com.au>

Will Recorded Music be played at your event?

Yes- Background Music

Yes - but it is not background music

No music is being played

Parking Fee to be paid

The car parking is managed by an outside contractor. Please carefully read the conditions for parking on these premises. These conditions are printed on the signs in the car parking area. Guests will need to abide by these conditions. Guests must pay for parking. This arrangement allows us to keep the cost of the hire of the premises to a minimum. The contractor conducts random patrols and issues enforceable, on the spot fines to ensure compliance. 62. The User will only allow cars to be parked in designated parking areas.

Yes

No (my application will be rejected)

ANGLICAN DIOCESE OF BRISBANE - LICENCE AGREEMENT (COVID-19)

The User warrants that it will comply with all laws, regulations and directions given by any Local, State or Federal Authority from time to time with respect to Covid-19 restrictions as those restrictions apply to the User carrying out the permitted use in the Premises and the User will indemnify ACSQ (in accordance with clause 11) against all Claims arising from a breach of this provision.

YES, I will comply with all COVID requirements

NO (My Application will be rejected)

Full name of the Person signing this form:

Please include any middle names

Signatory's Position If applicant is Corporation / Association, what is the Signatory's position?

(Write SELF if the application is for personal hire.)

Date of electronic signature

Acknowledgement

I acknowledge Queensland State Laws will accept this communication as containing my signature within the meaning of the Electronic Transactions (Queensland) Act 2001.
www.legislation.qld.gov.au/Acts_SLs/Acts_SL_E.htm

No

Please return this form by email to st-andrews@st-andrews.org.au