THE CATHEDRAL CHURCH OF ST PAUL

at the heart of Bendigo

HIRE OF ST PAUL'S HALL AND THE ANDERSON ROOM

OCCASIONAL HIRE

Hall (seats 150)
$60.00 per hour – with a minimum charge of $120 (two hours).
OR
$65 per hour includes the use of the data projector
Anderson Room (seats 50 – numbers over 50 need to book the Hall)
$50.00 per hour – with a minimum charge of $100 (two hours).

The Anderson room cannot be hired at the same time a large group is using the Hall.

Payment
Payment must be made in full before the function takes place.

REGULAR HIRE

Hall (seats 150)
$30.00 per hour – with a minimum charge of $60 (two hours).
OR
$35 per hour includes the use of the data projector
Anderson Room (seats 50 – numbers over 50 need to book the Hall)
$25.00 per hour – with a minimum charge of $50 (two hours).

The Anderson room cannot be hired at the same time a large group is booked for the Hall.

Payment
Arrangements can be made for regular payments as mutually agreed.

Public liability insurance - mandatory
Group hirers must provide a copy of their Public Liability Certificate of Currency when hiring the hall or a room.
♣Personal hirers (persons or individuals for personal use) may avail themselves of single event cover through the Diocesan Registry. This currently costs $25.00.

EXTRA FACILITIES

Catering facilities

The kitchen is equipped with facilities for groups wishing to self cater morning tea/afternoon tea/supper for up to 50 people.
The fee will be an extra $10 for each occurrence. This does not include any use of items or crockery from the pantry.

For larger groups and full use of our catering equipment including items from the pantry the fee will be as follows
When numbers exceed 50, the following conditions apply:

- 50-100: cost of $25.00 plus $60.00 for use of crockery stock $85.00
- 100-200: cost of $25.00 plus $120 for use of crockery stock $145.00

These rates include the use of cutlery and consumables such as detergent, toilet rolls, etc.
Breakages are to be paid for at the going rate of replacement.
Items not available for hire: tablecloths, tea towels etc.

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♣ 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 & the hirer does not have a public liability policy. ***Examples of acceptable activities are****:*

- *A private birthday party, celebration, wedding reception*
- *Dance practice* ***not*** *associated with a dance school or lessons & 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*

OBLIGATIONS OF THE HIRER:

1. To pay the hiring charges in the manner and time agreed.
2. To leave the facility in a satisfactory and clean condition (including any white boards).
3. To remove all rubbish.
4. Not to remove anything owned by the Parish from the facility.
5. To lift (not drag) anything moved within the facility and to return it to its original position.
6. Not to use any exhibits or decorations in the facility without the prior agreement of the Parish Representative.
7. To do no damage to the facility, its furniture and furnishings, accessories or environs and to report to the Parish any loss or damage to property (including data projector) and to pay for its repair or replacement.
8. Not to permit smoking within the facility.
9. To switch off all lights, fans, heaters/air conditioners and other electrical equipment before vacating the facility.
10. To secure windows and doors on vacating the facility.
11. To return any keys to the Parish in the manner agreed.
12. To effect and keep in force public liability insurance cover with an Insurer acceptable to the Owner at the Hirer's expense for an amount not less than $5,000,000 which shall include the following extensions:
    - Liability for loss of or damage to property of the Owner
    - Indemnity for claims made against the Owner arising out of the negligence of the Hirer

    and to produce for the Parish Representative evidence thereof in the form of a current Public Liability Certificate of Currency.

    Evening functions should conclude by 12:00 midnight and the premises vacated by 1:00 am.
13. During the period of hire, to create no nuisance either by way of noise or otherwise so as to inconvenience adjoining owners or occupiers.
14. Not to carry out in or about the facility any illegal activity.

Acknowledgement by Hirer
The Hirer acknowledges that the facility is in such a condition at the date of commencement of the hiring as to render it completely suitable for the purpose for which the Hirer intends to use it.

The Hirer indemnifies the Owner and the wardens and parish councillors of the Parish/Diocesan Entity from and against all actions, suits claims and demands of whatsoever nature arising out of or in any way concerning the hiring of the facility.

HIRE AGREEMENT

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

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I/we hereby confirm that I/we have read & fully understand & accept my/our responsibilities, as summarised in the *Hire of St Paul's Hall and Anderson Room* document, in entering into this hiring agreement.

☐ I/we have arranged my/our own insurance to cover the liabilities listed above & to indemnify the Parish & enclose evidence of this arrangement by way of Public Liability Certificate of Currency.

Or

☐ I/we request that the Parish arrange insurance to cover these liabilities to $2,000,000 & I/we agree to pay the premium calculated at $25.00 per day. I/we accept that this insurance is subject to payment by me/us of the first $250.00 for any property damage.

Tick one box only

I/we wish to hire

☐ The Anderson Room

☐ The Hall

☐ Pantry

Date of Hire: ...../...../..... **Nature of Hire/Use…….....**

Start time: ..... Finish time: .....

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

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

Position in organisation (if applicable) .....

Contact details: Address: ....

Telephone: ..... email: .....

Payment methods. Payment can be made in cash, by cheque made out to 'St Paul's Cathedral' or by bank transfer direct to BSB 633000, Acc 106330285

Contact for emergencies: – Ian Smith 5443 0174 or 0427 841 747