



Good Shepherd Lutheran Church

115 Eumundi Road, Noosaville QLD 4566

Church Office (07) 5449 8856

ABN: 66 908 524 709

All Bookings via Church Office (07) 5449 8856. Email : goodshep115@bigpond.com

Conditions of Facilities Hire

Areas and Equipment Available For Hire

1. Main Church Hall seating approx 300 people (includes 500 stackable chairs, 3 wheeled chair movers and 10 folding tables)
2. Kitchen area for serving food (includes fridge, stove, urns and double sinks)
3. Annexe building (air-conditioned) next to main Hall with seating for approximately 30 people
4. A public address system (in main church hall)
5. A data projector and screen (in main church hall)
6. A commercial dishwasher (located in the kitchen)

(Hall and Annexe hire includes access to male and female amenities on east side of building)

General Conditions and Restrictions:

- Good Shepherd Lutheran Church reserves the right to decline any hall usage application.
- Saturday evening bookings are not encouraged as it prevents congregational members from setting up the building for Sunday morning worship services. If the hall is required for a Saturday evening event (after 5pm), the hirer must therefore take responsibility for setting up the building for worship requirements as outlined on the instruction sheet (given when hiring)
- Usage of the Hall and Annexe is generally restricted to the immediate vicinity and is considered separate to the College grounds and buildings.
- Smoking is not permitted within the building and the grounds are part of a "Smoke Free" area.
- Barbeques are not permitted in the building, including the deck areas.
- The piano in the Hall is not available for use as it is owned by a third party.
- The User accepts responsibility for the security of the Church grounds and premises during the usage period, including preparation and clean up periods. The building must be locked at all times when the User is not in attendance.

2018 Hire Fees*

Items for Use	Fee (excluding GST)	Conditions
Main Church Hall (Non Profit Groups)	\$30.00 / hour (before 5pm) \$40.00 / hour (after 5pm)	<ul style="list-style-type: none"> • Calculated from beginning of set up to end of clean up • Minimum 3 hour hire
Main Church Hall (Commercial Rates)	\$50.00 / hour (before 5pm) \$60.00 / hour (after 5pm)	
Annexe Building	\$20.00 / hour	
Kitchen**	\$30 one off fee (without dishwasher) \$80 one off fee (including dishwasher)	<ul style="list-style-type: none"> • Excludes crockery, cutlery and disposable resources - eg coffee, sugar
PA System	\$120.00 (one off fee)	<ul style="list-style-type: none"> • Suitably trained / qualified operator required
Data Projector and screen	\$30.00 (one off fee)	<ul style="list-style-type: none"> • Suitably trained / qualified operator required
Cleaning Fee (if needed)	\$120.00 (minimum)	<ul style="list-style-type: none"> • Charged if hall or Annexe not left in clean condition

* Hire fees are primarily intended to cover costs of maintenance, and ultimately replacement of equipment, rather than for financial gain

** The Kitchen is not licensed for on site food preparation – only for heating and serving of already prepared food

Reimbursement for Damages and Cleaning

- Hired equipment is to be left in the condition it was before hiring.
- Any loss, breakage or damage to equipment or premises by any means will be assumed to be the responsibility of the User and will be invoiced accordingly. If regular wear and tear of the equipment is shown to have occurred, the owner will bear the cost. This will be determined by independent qualified tradespeople in the particular field.
- The premises will be inspected following the usage. If the premises are not left in a clean condition, a minimum amount of \$120 (exclusive of GST) is payable as a cleaning fee. Any remedial work will be commenced immediately and the User will be notified. Any costs will be invoiced to the User and must be paid in full within 7 days of receipt.

Legal Requirements

- All Users must provide a photocopy of their Certificate of Currency for Public Liability Insurance cover before a key is given. For individuals who hire, a one off cover can usually be easily obtained from your existing home insurance company for a nominal fee.
- It is the User's responsibility to ensure that persons in attendance are familiar with the Fire Evacuation Plan and that all designated fire exit doors are locked in the open position and that access to them is unhindered at all times.
- The User agrees to indemnify and hold blameless the Good Shepherd Lutheran Church and its members for any action or omission causing death, bodily injury or damage to property brought about by any person as a result of negligence.
- The User agrees to ensure that the use of any sound recordings is lawful, as premises are not licensed for the performance of protected recordings under the Australian Copyright Act.
- Equipment used by the User or the User's agents must be suitable for the purpose intended and must comply with the relevant Australian Standard.
- Noise levels must not be such as to affect neighbours.
- If alcohol is to be served, the User is responsible for obtaining the appropriate liquor licence.

Hire Checklist

Bookings and Key collection

- Via Good Shepherd Lutheran Church Office (5449 8856) during office hours
(Office Hours: 9.00am - 1.00pm, Tuesday to Friday)
- Photocopy of Certificate of Currency for Public Liability Insurance presented

Before Function

- Become familiar with equipment, fire access points, cleaning materials etc

After Function

- All food and decorations must be removed from the Hall / Annexe
- Rubbish bins to be emptied and rubbish taken from premises
- All furniture returned to the interior of the hall and stacked as found
- Lights must be turned off, windows and doors locked
- Annexe vacuumed (vacuum cleaner provided) and all garbage removed
- Hall and toilet area must be cleaned (Mop, bucket, broom and some supplies are provided in the cupboard located in the room left of stage).

Key return

- Key to be placed in the special key slot of church vestry door (SW wing of building) and User to pull locked outside door shut behind them upon leaving.

HIRE AGREEMENT

(to be completed, signed and presented prior to key access being given)

HIRER'S DETAILS

Name of Organisation	ABN
Name of Person Responsible for Hire (Mandatory)	
Address	
Email address	
Phone Number	Mobile Number
Date Requested	Type of event
Time Requested (including set up & clean up)	From Until
Certificate of Currency for Public Liability Insurance Attached?	

HIRE FEES

Item	Fee (excluding GST)	Totals
Main Church Hall (Non Profit Groups)	_____ hours @ \$30.00 / hour (before 5pm)	
	_____ hours @ \$40.00 / hour (after 5pm) (minimum 3 hours total)	
Main Church Hall (Commercial)	_____ hours @ \$50.00 / hour (before 5pm)	
	_____ hours @ \$60.00 / hour (after 5pm) (minimum 3 hours total)	
Annexe Building	_____ hours @ \$20.00 / hour (minimum 3 hours total)	
Kitchen	\$30 one off fee (without dishwasher) \$80 one off fee (including dishwasher)	
PA System	\$120.00 (one off fee)	
Data Projector & Screen	\$30.00 (one off fee)	
Cleaning Fee (if needed)	\$120.00 (minimum)	
Please add 10% GST (Unless exemption held)		
TOTAL including GST		

- If exempt from GST please include details of exemption.
- I accept the conditions of facilities hire (as outlined on the preceding pages) and accept responsibility for all cleaning and damages should they occur
- *(If a Saturday evening booking)* I accept responsibility for setting up the Main Church Hall for Sunday worship requirements as per instruction sheet

(Signature) (Date)

Appendix

The following additional instruction sheets are available as separate PDF files and available when a booking is confirmed ...

- (1) Worship Set-up Requirements
- (2) PA Operating Instructions
- (3) Data Projector Operating instructions
- (4) Dishwasher Operating instructions

