

Warrnambool & District Baptist Church

207-211 Koroit Street, Warrnambool, VIC 3280

T: (03) 5561 1066

E: admin@warrnamboolbaptist.com.au

WDBC Facilities: Schedule of Hire Fees & Bonds

	Facility Available			
	The Sanctuary	Foyer	Hall	Meeting Room
Key features	Pews, lectern, AV equipment, stage, heating & cooling, piano, keyboard, drums, Toddler Room, kitchen facilities, First Aid box & Defibrillator (in Foyer)	Tables & chairs, AV equipment, heating & cooling, Toddler Room, kitchen facilities, First Aid box & Defibrillator	Full size Badminton Court, tables & chairs, heating, Toddler Room, kitchen facilities, First Aid box & Defibrillator (in Foyer)	Tables & chairs, TV, whiteboard, heating & cooling, kitchen facilities, First Aid box & Defibrillator (in Foyer)
Capacity (persons)	160	120	60	16
Fee per hr	\$40	\$40	\$30	\$20
Fee per 1/2 day (max. 4hrs)	\$80	\$80	\$60	\$40
Fee per day (over 4hrs)	\$160	\$160	\$120	\$80
Bond required	\$100	\$100	\$50	\$0

- Note:
- 1) All the above fees & bonds include GST.
 - 2) A 50% discount of Hire Fees & Bonds will be applied to users from Not-for-Profit organizations, Charities and other Churches.

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Facility Hire: Signed Agreement

Full Name of Hirer: _____

Address: _____

Mobile Number: _____ Email: _____

Purpose for Venue Booking/Function Type: _____

Date/s of Function: _____

Time of Function: _____

Facilities Required (circle): The Sanctuary / Hall / Foyer / Meeting Room / Other

Hire Fee: _____ Bond (if applicable): _____

TOTAL PAYABLE: _____

I, _____

being the **Hirer/Applicant** of the Venue, have read, understood and accept the Terms and Conditions of WDBC's Hire Agreement as set out in this document.

Sign: _____ Date: _____

I, _____

being the **Venue Manager** of the Venue, have reviewed the above submission and accept/reject this application.

Sign: _____ Date: _____

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Hire of Facilities - Terms and Conditions

1. The Hirer/Applicant must be 18 years or older.
2. The Hirer/Applicant is required to complete a Hiring Agreement and sign the appropriate declaration.
3. The Venue Hire Fees and Bonds are set out in the Schedule of Fees and Bonds attached to this Agreement.
4. The full bond is refundable upon satisfactory return (Venue cleaned) of the Venue and keys to the Venue Manager.
5. Collection, returning of the keys and the bond is to be arranged with the Venue Manager when making the booking. The Venue Manager will advise of the acceptance or non-acceptance to the Hirer/Applicant within 5 working days from receipt of the completed application form.
6. a. For individual, ad hoc use: Warrnambool & District Baptist Church insurance will provide Public Liability cover for your use.
6. b. For institutions, or ongoing arrangements: The Hirer/Applicant must provide the Venue Manager, with evidence in the form of a Certificate of Currency, that they hold suitable and valid Public Liability Insurance cover which is prudent to the hire of a venue and confirm with their Insurer their planned use of the Venue. The Hirer/Applicant occupies and uses the Venue at their sole risk and completely releases WDBC from, and agrees to keep WDBC indemnified against, all claims relating to any death or injury to any person, or damage to or loss of property occurring in or near the Venue or related to the Hirer/Applicant's use or occupation of the Venue and not caused by the negligence of WDBC.
7. WDBC reserves the right to refuse any booking and to cancel a booking already made at its sole discretion at all times acting reasonably. In the consequence of such a cancellation, WDBC will refund the Hirer/Applicant any monies paid. WDBC will not be liable for any loss, injury, damage or otherwise in consequence of the exercise of any right stated under this agreement, including the right of cancellation.
8. WDBC, at its discretion, will permit the use of Church Facilities by private individuals involved within the Church Community or by external organisations providing that the usage does not contravene our values, mission statement, policies and constitution, interferes with internal WDBC programs, or constitutes a risk to people or a risk to WDBC property.

Cancellations

9. All cancellations should be forwarded to the Venue Manager in writing. If a booking is cancelled two or more weeks prior to the function, WDBC will refund all fees paid. Less than two weeks, 50% of hire fees will be refunded.

Use of the Venue

10. The Venue will be used only for lawful purposes and in a way that does not disrupt users of adjoining spaces. Noise is to be kept to a reasonable limit and the Hirer/Applicant will not permit behaviour which would cause disturbance or annoyance to adjoining or neighbouring occupiers.
11. The Hirer/Applicant must ensure that the number of people attending does not exceed the capacity of the Space as per the schedule.
12. The Hirer/Applicant will properly clean the Venue, including the kitchen and toilets after use, to ensure the Venue is left in a clean and tidy condition. All rubbish is to be disposed of in the appropriate bins. Failure to do so will result in additional charges. The Hirer/Applicant will meet the cost of any damage caused to the Venue or to the furnishings and fittings thereof.
13. No tobacco products or any illegal substances are to be brought onto or consumed at the Venue.
14. The Hirer/Applicant will make sure that upon leaving the Venue, that it is properly locked and secured and that the windows and doors are closed and locked, and lighting and electrical appliances switched off.
15. The Hirer/Applicant must ensure access is freely available to all stairways, exits, fire escapes and doors at all times. All fire exits must be kept free from any obstruction.

16. The Hirer/Applicant should make themselves aware of the positioning of all fire extinguishers. Fire extinguishers should only be used in case of an emergency.

17. The Venue shall not be assigned or sub-let or used for commercial purposes unless the Venue Manager has given prior written approval.

18. Use of the kitchenette, toilets, parking and relevant technical equipment is available for all users of the premises. Please show respect to other users of these facilities when others are in the building.

19. Please be aware that carparking is limited, and cars are not to be parked in the designated marked spaces for other users. Please also note that the side gate is accessible for larger vehicles by prior arrangement with the Venue Manager.

20. The Hirer/Applicant accepts that use of the venue is "as is", in the condition in which the Hirer/Applicant finds it. For this reason, it is highly recommended that the Hirer/Applicant familiarize themselves with the venue before use.

Review of Use

21. Where the Venue Manager has granted permission for a Hirer/Applicant to use the Venue on a regular basis and the Hirer/Applicant fails to use the Venue without prior written notification to WDBC, the Venue Manager reserves the right to revoke its permission for that Hirer/Applicant to use the Venue.

Loss of Property

22. WDBC will not accept any responsibility for any loss of, or damage to, any property belonging to the Hirer/Applicant or to any person attending the function, or to any article left at the Venue.

Notification of Incidents, Damage or Injury

23. All incidents, damages to the Venue or any surrounding WDBC premises/property, or injury to any persons must be notified to the Venue Manager by close of business on the next working day by telephone on 03 5561 1066 or in person at 207-211 Koroit St, Warrnambool, VIC 3280 or by email to admin@warrnamboolbaptist.com.au. Notifications must be confirmed in writing.

Sale/Consumption of Liquor on Premises

24. Alcohol shall not be sold at or brought into the Venue unless the Hirer/Applicant at its own expense:

- a. has obtained prior written consent from the Venue Manager; and
- b. has provided a copy of their current liquor permit to the Venue Manager at least two working days prior to hiring of the Venue.

25. The Hirer/Applicant covenants at all times and in all respects to comply with the Liquor Control Reform Act 1998 (VIC).

26. Alcohol is not to be served to persons under the age of 18 years and the responsible sale, supply and service of alcohol and the prevention of intoxication must be observed.

Breaching the Terms and Conditions of the Hire Agreement

27. Failure to abide by the above Terms and Conditions of WDBC's Facilities Hire Agreement will be regarded as a breach of the agreement, giving the right to sue for the recovery of any amount due in respect of such breach and/or to cancel any future bookings. Failure to abide by the Terms and Conditions of the Hire Agreement may also result in partial or full loss of payments already made for the hire of the Venue.