

GATEWAY CHURCH

VENUE HIRE APPLICATION FORM

1. APPLICANT DETAILS

Name of Hirer							
Address	Street				Postal		
	Suburb			State			Postcode
Phone Number	Daytime				After Hours		
						Mobile	
Email Address					Fax		
Primary Contact					Mobile		
Public Liability Insurance	Please provide a copy with this application						
	<input type="checkbox"/> No	If you are a registered business or hiring the facility for commercial use, public liability insurance is required. No public liability required for community use.					

2. BOOKING DETAILS

Facility to be hired	<input type="checkbox"/> Welcome Lounge	<input type="checkbox"/> Auditorium	<input type="checkbox"/> Youth Hall					
	<input type="checkbox"/> Children's Indoor Play Space	<input type="checkbox"/> Parent Room	<input type="checkbox"/> Sheltered Verandah					
	<input type="checkbox"/> Café	<input type="checkbox"/> Kitchen	<input type="checkbox"/> Served					
	<input type="checkbox"/> Barista Coffee machine (Requires a trained barista. Additional fees apply if barista training is to be provided)							
Purpose of Use	Will the event generate loud noise? <input type="checkbox"/> Y <input type="checkbox"/> N							
Booking/Event Name								
Hire Dates and Times	Day/s			Date/s	dd.mm.yyyy	dd.mm.yyyy		
	Access Time	00:00	Event Start	00:00	Event Finish	00:00	Exit Time	00:00
Number of Guests (Limit of 300 people)	Infants		Children		Youth		Adults	

3. EQUIPMENT REQUIREMENTS

Use of AV equipment requires assistance from an IT technician. Additional fees may apply depending on your requirements	<input type="checkbox"/> No, AV equipment not required						
	<input type="checkbox"/> Yes, the following AV equipment is required:						
	<input type="checkbox"/> Audiovisual (auditorium only)	<input type="checkbox"/> Sound	<input type="checkbox"/> Microphone	<input type="checkbox"/> Lectern	<input type="checkbox"/> Whiteboard		

4. ACCEPTANCE OF TERMS AND CONDITIONS OF HIRE

Name of Applicant							
Signed for and on behalf of the hirer					Date		
<input type="checkbox"/> I have read, understood and agree to abide by all the terms and conditions as outlined in the Conditions of Hire form.							

OFFICE USE ONLY

Date Received				Notes			
Venue Available	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Venue Hire Approved		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Booking Confirmed	<input type="checkbox"/> Confirmed with: (Name)				Date:		
Internal Confirmation	<input type="checkbox"/> Office	<input type="checkbox"/> Caretaker	<input type="checkbox"/> Facilities Manager	<input type="checkbox"/> WHS Coordinator			
Additional Resources	<input type="checkbox"/> IT	<input type="checkbox"/> Barista	<input type="checkbox"/> Other: (specify)				

Venue Hire	\$		Cleaning	\$		Additional Resources	\$		TOTAL	\$
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GATEWAY CHURCH

VENUE HIRE AGREEMENT FORM

Reference:															
1. This agreement is made between Gateway Church & Community Centre and <insert name of Hirer>															
2. Gateway Church & Community Centre agrees to allow the Hirer use of the facility as identified below:															
		Welcome Lounge				Auditorium				Youth Hall					
		Children's Indoor Play Space				Parent Room				Sheltered Verandah					
		Café				Kitchen				Servery					
Barista Coffee machine (Requires a trained barista. Additional fees apply if barista training is to be provided)															
		Audiovisual (auditorium only)			Sound		<input type="checkbox"/>	Microphone		<input type="checkbox"/>	Lectern		<input type="checkbox"/>	Whiteboard	
Hire Dates and Times		Day/s			Date/s			dd.mm.yyyy		dd.mm.yyyy					
		Access Time		00:00	Event Start		00:00	Event Finish		00:00	Exit Time		00:00		
3. Number of guests		Total number of guests is not to exceed three hundred people (300)													
4. The Hirer agrees to pay the sum of		\$		as hire fees (includes \$100 cleaning fee)											
5. A bond of \$200 is payable by		dd.mm.yyyy		Gateway Baptist Church BSB 105 018 Account Number: 077920740 <i>Please quote reference number at top of this form</i>											
6. Gateway Church & Community Centre is not liable to the Hirer for any loss suffered by the Hirer arising out of the Hirer's use of the facility. The Hirer releases Gateway Church & Community Centre from any claim, demand, action, cost and expenses arising out of, in connection with or caused by the Hirer's use of the facility.															
7. Where applicable, the Hirer agrees to affect public liability insurance for an amount of not less than \$10 million per occurrence and to provide a Certificate of Currency to the organisation prior to commencement of the hire period. The Hirer agrees to keep the policy in force for the duration of the hire period.															
8. The Hirer agrees to reimburse Gateway Church and Community Centre for the full cost of repairing any damage caused to the building, its facilities and any other property owned by Gateway Church and Community Centre.															
9. The Hirer agrees to notify Gateway Church and Community Centre of all injuries or damage arising out of the Hirer's use of the facility within 7 days of becoming aware of the injury or damage.															
10. The Hirer acknowledges receipt of the Conditions for Hire of the organisation and agrees to those conditions.															

Signed for the Hirer:					Signed for Gateway Church and Community Centre:				

Name:					Name:				

Address:					Title:				

Date:					Date:				
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