

MEMORANDUM OF HIRE OF FACILITY AND INFORMATION

OWNER Parish of **Holy Trinity Surrey Hills** as representative of the Owner, the Melbourne Anglican Trust Corporation

HIRER Name

Address

PARISH FACILITY PARISH REPRESENTATIVE

DESCRIPTION OF FACILITY

Date (s) of Hiring From to.....

Hiring Fee \$.....

PUBLIC LIABILITY

Please note the following Public Liability notification from the Insurance Officer of the Diocese of Melbourne be:

“Any persons or organisations hiring or using buildings and other property of the Anglican Church should have public liability NOT less than \$5,000,000 to protect them from claims arising due to bodily injury or property damage sustained by others.

Some hirers/ users could in some circumstances be liable to the Diocese or its insurers for loss of or damage to Church property and they should therefore ensure that their public liability policy provides adequate protection to them in this regard.”

As such the Hirer is to effect and keep in force public liability insurance cover at the Hirer’s expense for an amount not less than \$5,000,000 which shall include the following extensions –

- a. Liability for loss of or damage to property of the Owner
- b. Indemnity for claims made against the Owner arising out of the negligence of the Hirer.

CONDITIONS OF USE / OBLIGATIONS OF HIRER:

1. To pay the hiring charges in the manner and time agreed.
2. To ensure that additional charges are not incurred, users are required to clean up the venue after use and to leave the facility in a satisfactory and clean condition as you found it.
3. To ensure the Covid-19 safety regulations, as attached, are adhered to.

4. If Trinity Hall kitchen is to be used for food preparation or serving of food and/ or beverages, kitchen hire charges will apply for the duration of the hall hire.
5. Serving of alcohol is permitted within the responsible serving of alcohol guidelines. Minors under age 18 are not to be served alcohol on Church premises.
6. To remove all rubbish.
7. Not to remove anything owned by the Parish from the facility.
8. To lift (not drag) anything moved within the facility and to return to its original position.
9. Not to use any exhibits or decorations in the facility without the prior agreement of the Parish representative.
10. Not to damage the facility, its furniture and furnishings, accessories or environs and to report to the Parish any loss or damage to property and to pay for its repair or replacement.
11. SMOKING is not permitted anywhere on the church property.
12. To switch off all lights, fans, heaters/ air conditions and other electrical equipment before vacating the facility.
13. PARKING is only permitted for the Convenor of the function. Enter Church carpark from Montrose Street. Attendees must park on road or in Railway carpark.
14. To secure windows and doors on vacating the facility.
15. To return any keys to the Parish in the manner and at the time agreed, and to produce to the Parish representative evidence thereof.
16. It is important to understand that PARISH FACILITIES MUST BE VACATED BY THE TIME STIPULATED. Please remember that the Parish acts as a responsible community and recognises the rights of our residential neighbours. With this in mind you are asked to monitor all noise emanating from the venue and to ensure that all members of your group depart the venue and its immediate vicinity in a proper and orderly manner.
17. Evening functions should conclude by 11.30pm and the premises must be vacated by 12.00 midnight.
18. During the period of hire, to create no nuisance either by way of noise or otherwise so as to inconvenience adjoining owners or occupiers.
19. Not to carry out in or about the facility any illegal activity. The person responsible for the use of the facilities as nominated on the Application Form *must be on hand at the conclusion of the event* to ensure that all requirements have been met and to check the premises is clean and secure.

PREPARATION AND CLEANING UP

- Consider, as you set up, what will be involved in cleaning up. Take photos to ensure furniture etc is returned to the same position as found.
- Make decorations easy to remove. All decorations – including strings, staples, pins, sticky tape, etc are to be carefully and completely removed. Blu tack is not to be used.
- Avoid messy food in hard to clean up areas.
- Have the same people help set up and put away; they will know where items should be returned
- Limit what you use/move to what you are prepared to clean up/ put away. People are generally more enthusiastic before a function than afterwards! The clean-up of the venue takes time and labour; please make sure you have arranged for both to be available.
- All chairs and tables must be lifted when moved over the floor.
- Furniture and equipment must be returned to their original location and position after use. The exact position is important as many groups use the same equipment
- All rubbish must be taken with you at the conclusion of the event. Please ensure that you provide sufficient garbage bags for this purpose.

- All hire goods must be taken away at the end of your function. There is no storage area available inside the buildings for this purpose.
- All CARPET AREAS ARE TO BE VACUUMED.
- If carpets are soiled (spilled liquids, etc.) then spot clean the marks before leaving the premises.
- All floors must be swept and all spills mopped.
- The kitchen floor must be mopped when food has been served.
- Check that toilet areas – Female, Male & Disabled – are left clean and tidy.
- Check all entrance areas and remove litter, cigarette butts, etc.
- Some cleaning equipment is available for your use. Please check with the Hall Co-ordinator regarding any additional items you will need to provide for your own use.

A PENALTY OF \$50 WILL BE LEVIED IF HEATERS AND/ OR AIR CONDITIONERS ARE LEFT ON.

If you have any problems or queries relating to any of these matters, please contact us.

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

INDEMNITY

The Hirer hereby indemnifies the Owner and the Wardens and Parish Councillors of the Parish from and against all actions, suits, claims and demands of whatsoever nature arising out of or in any way touching or concerning the hiring of the facility.

SIGNED ON BEHALF OF THE OWNER

..... (NAME).....

SIGNED ON BEHALF OF THE HIRER

..... (NAME).....

DATE;/...../ 20....