

ORGANISATION/INDIVIDUAL DETAILS

Organisation Name		Date	
Name of Individual		Phone	P: M:
Address (for invoicing purposes)		Email	
Contact Person		Position	
Date Required		Time Required	From: To:
Name of Fire Warden <i>Note: This person will be responsible for Health & Safety, Fire Safety and Building Evacuation</i>		Nature of Activity	<input type="checkbox"/> Nativity function <input type="checkbox"/> Private function
		Description	

VENUE/ROOM REQUIRED

COSTS

Venue/Room Required (please tick)	<input type="checkbox"/> Hall <input type="checkbox"/> Kitchen <input type="checkbox"/> Lounge <input type="checkbox"/> Nativity Church <input type="checkbox"/> St Barnabas Chapel	Venue Hire	
Other Facilities		Bond (key)	
		Hourly Charge	
		TOTAL (incl. GST)	

TERMS AND CONDITIONS

GENERAL

Deposit and fees	We reserve the right to request a deposit in advance. The hirer will be provided with two weeks' notice of any changes in price.
Hire	The hire is for rooms indicated above and toilet facilities only. All other rooms are off limits except as a fire escape.
Hire contract	The hirer's contract must be signed by a person 18 years of age or over who has the authority to do so. If they do not have that authority, they are liable for all costs under this hire agreement.
Booking confirmation	Your booking will be confirmed upon receipt of this signed contract.
Cancellation	The hirer is free to terminate this rental agreement for any reason with notice of cancellation in writing supplied to Nativity Church no later 48 hours prior to the date of use. Should the hirer fail to provide 48 hours' notice of cancellation, Nativity Church will charge the entire facility rental fee.
The right of refusal of hire	Nativity Anglican Church may, at its discretion, refuse any application for hire and may cancel any booking without assigning a reason. In each case all monies paid will be returned in full.
Smoking Policy	Our building and grounds are 'Smoke Free'.
Alcohol	Is only permitted with the prior consent from Nativity. Alcohol is not permitted to be sold.
Damage	The hirer shall be financially responsible for the cost of any repairs required to make good damage or loss to the property during the period of hire. The hirer will also be responsible for any applicable insurance claim excess or Fire Service call outs. All breakages/losses etc. are to be reported to the Nativity receptionist. Nothing is to be fixed to the walls or doors in the building.
Insurance	Nativity does not accept the responsibility for damage or loss of any item brought onto the property.

SECURITY & MANAGEMENT OF THE FACILITIES

Access to venue	Obtain a key to the building during office hours before the hire term commences. Keys must be returned to the Nativity Office by the first working day following the hire.
Hours of use	Hirers may not enter the facilities until the time booked and all functions must end at the completion of the booked period. The booking period must include setting up, dismantling, and cleaning of the venue.
Provisions	Please provide your own tea, coffee, sugar, milk and any other consumables.
Supervision of children	Children must be supervised at all times, including in bathrooms and outside areas.
Nativity representative	May be present at any or all the period of hire.

TERMS AND CONDITIONS

Cleaning and rubbish removal	Areas must be left clean and tidy, benches and tables wiped clean and all equipment returned and stored in cupboards where they belong. The oven and fridges are to be wiped clean after use. Rubbish must be removed from the venue and external premises. CENTRE: A vacuum cleaner is in the Cleaner's Cupboard (to the left of the Centre). The key for this cupboard is on a hook on the inside wall of the cupboard in the kitchen (to the left of the door in the kitchen). ST BARNABAS CHAPEL: A vacuum cleaner is in the Cleaner's Cupboard (inside the toilet area). The key for this cupboard is the same as the St Barnabas Chapel key.
Security	The hirer is responsible for securing the facility upon completion of the function. Please ensure: <ul style="list-style-type: none">• All lights, heaters, stoves and electrical appliances are turned off. Please report any problems re light bulbs out etc.• Windows and doors are closed and locked. Users of Nativity's facilities are responsible for securing the building outside of office hours. Please obtain a key from Nativity reception before your booking commences.
Prohibited	No chewing gum inside the facilities or within the grounds. Decorations must not be attached to or hung from any surfaces in the venue unless prior approval has been obtained. All decorations must be removed, and surfaces cleaned after use. No open fires, smoke machines, naked flames (this includes candles and kerosene lamps). BBQs or spits are not to be used inside the facilities without prior written consent from Nativity Administrator. The contents of the facilities, including kitchen equipment, are not to be removed from church property.
Noise	Noise from amplifiers and loudspeakers must always be kept to a moderate level and should not be more than 50 decibels. Failure to comply with this condition may cause customer complaints to Noise Control which may result in the in the early closure of your function or confiscation of equipment.
HEALTH & SAFETY	
First aid	The supply and administration of first aid is the responsibility of the Hirer.
Accident reporting	Any accident that occurs must be reported to the Nativity Office on the first working day following the event. If a serious accident/incident occurs the Hirer is responsible for calling Emergency Services – Dial 111 immediately, and then calling the parish Contact Person (details on this agreement).
Emergency procedures	The Hirer (or their representative) must consult the Nativity receptionist who will show the location and operation of fire equipment and exits.
Fire safety	The Hirer must appoint a Fire Warden for the duration of the Hire event. The Fire Warden must familiarise themselves with all fire equipment and evacuations exits and ensure these are kept accessible at all times during the event. In the event of fire, the Fire Warden must evacuate the facility immediately, call Emergency Services (Dial 111) or ensure that this has been done. Inform Fire Services of the evacuation status. Ensure no one re-enters the building until the all-clear has been given by the Fire Service.
Hazard awareness	The Hirer must be aware of the following specific hazards on the Nativity property: <ul style="list-style-type: none">• Transept and sanctuary area in the church require strengthening, as indicated by the signs in the church.•
Breach of conditions	Any breach of these conditions may result in: <ul style="list-style-type: none">• Forfeit of all or part of the deposit• Closure of the function• Refusal to accept future bookings• Extra charges being incurred

DECLARATION

I have read, understood, and agree to abide by these Terms and Conditions.

Name: _____ **Position Held:** _____
Signature: _____ **Date:** _____

CONFIRMATION

to be completed by Nativity Staff Member

Booking confirmed by:

Name: _____ **Position Held:** _____
Signature: _____ **Date:** _____

CONTACT PERSON

Your Nativity Contact Person for the purpose of this 'hire' is:

Name: _____ **Phone:** _____

Note: a copy of this confirmation will be returned to you once it is signed by a member of Nativity Staff. This contract will then be legal and binding.