



HOPE VALLEY CHURCH – VENUE HIRE TERMS & CONDITIONS

(Legally Binding Agreement)

These Terms & Conditions ("Agreement") apply to all venue hire arrangements at Hope Valley Church ("the Church"). By submitting a booking and/or using the premises, the Hirer agrees to comply with this Agreement in full.

1. FEES & CHARGES

1.1 All venue bookings incur a \$90 per-event cleaning fee.

1.2 Events held outside standard Church office hours (Monday–Friday, 9:00am–4:30pm) will incur an additional \$50 opening/closing fee.

1.3 Additional fees may apply for use of Church audio/visual equipment, musical instruments, or technical services.

2. BOOKINGS

2.1 The nature and purpose of the event must be disclosed at the time of booking.

2.2 The Church reserves the right to refuse or cancel any booking deemed:

- Inconsistent with the ethos, values, or beliefs of the Church;
- Likely to bring disrepute to the Church;
- Likely to cause damage to property or injury to persons.

2.3 The premises are not available for hire to individuals under the age of 18.

3. PAYMENT TERMS

3.1 A 20% non-refundable deposit is required within 14 days of booking approval.

3.2 The remaining balance is invoiced and must be paid no later than 7 days prior to the event.

3.3 Bookings not paid in full by the due date may be cancelled at the Church's discretion.

4. CANCELLATION

4.1 Cancellations must be submitted in writing via email at least 7 days before the event date.

4.2 Where written notice is received within the required timeframe, the deposit will be refunded minus a \$60 administration fee.

4.3 Cancellations with fewer than 7 days' notice forfeit the deposit in full.

5. SAFETY & RESPONSIBILITY

5.1 The Hirer is responsible for the safety and behaviour of all attendees during the event.

5.2 The Hirer must comply with all Church health and safety policies provided.

5.3 Emergency exits, aisles, corridors, and doors must remain clear at all times.

5.4 Any incident resulting in bodily injury must be reported to the Church as soon as practicable by emailing rachel.brookes@hopevalleychurch.com.au to request an Incident Report Form.

6. ACCESS & LOCK-UP

6.1 For events outside standard office hours, a Church representative will attend to open and close the premises.

6.2 All functions must conclude, and the venue must be fully cleaned and vacated, by 11:30pm.

7. CAPACITY

7.1 The Auditorium seats a maximum of 450 people. This capacity must not be exceeded.

8. NOISE MANAGEMENT

8.1 Noise must be kept to a reasonable level at all times.

8.2 Music must cease by:

- 10:00pm in hub/common areas
- 10:30pm in the Auditorium

9. PROHIBITED ACTIVITIES

The following are strictly prohibited on Church property:

- Consumption of alcohol or use of non-prescribed drugs
- Smoking or vaping inside any building
- Use or interference with fire safety equipment (other than in an emergency)
- Use of confetti, rice, glitter, or similar materials
- Fixing nails, screws, tape, or other attachments to any wall, surface, or structure
- Alteration of electrical, plumbing, or structural installations
- Sub-letting the venue to another party

10. SET-UP, USE OF PREMISES & CLEANING

10.1 Furniture and chairs must remain in their allocated areas unless otherwise approved.

10.2 Food and drink are not permitted in the Auditorium.

10.3 The Hirer must ensure equipment is moved safely without causing damage to floors, walls, or the stage.

10.4 Decorations may only be attached using materials that do not cause damage and

must be fully removed after the event.

10.5 The premises must be left clean and tidy, including:

- Kitchen and toilets
- Floors swept/mopped as required
- All rubbish removed from the site

10.6 All electrical equipment used must be turned off before departure.

11. AUDIO, LIGHTING, COMPUTER & MUSICAL EQUIPMENT

11.1 These items are not included in the standard hire fee.

11.2 Use of such equipment requires a separate fee and must be operated only by a Hope Valley Church-trained technician.

11.3 Unauthorised operation of equipment is strictly prohibited.

12. DAMAGE

12.1 The Hirer is fully responsible for any damage to the premises, furniture, fixtures, fittings, or equipment arising from their event.

12.2 Repair or replacement costs will be added to the Hirer's final invoice, with an itemised explanation.

13. INSURANCE

13.1 Non-Uniting Church organisations and private hirers must hold current Public Liability Insurance of at least \$20 million.

13.2 A Certificate of Currency must be provided upon entering this Agreement and remain valid for the hire period.

13.3 Large events may require assessment by Uniting Church Insurance Services.

13.4 The Church accepts no responsibility for loss of or damage to the Hirer's property or equipment.

14. FIRST AID

14.1 The Church strongly recommends that a qualified First Aid officer be present for the duration of the event.

15. INDEMNITY

15.1 The Hirer indemnifies and holds harmless Hope Valley Church, its staff, and volunteers from all claims, demands, actions, or liabilities arising out of:

- The Hirer's use of the premises
- Injury to any person attending the function
- Damage to property belonging to the Hirer or third parties except where caused by the proven negligence of the Church.

16. ACCEPTANCE

By signing below, the Hirer acknowledges that they have read, understood, and agree to be bound by these Terms & Conditions.

Hirer Name: _____

Signature: _____

Hope Valley Church Venue Director: _____

Signature: _____

Date: _____

All venue bookings at Hope Valley Church will incur a \$90 per event clean flat fee.

If your event is outside Church opening hours (9am - 4.30pm) Monday to Friday; a fee of \$50 will be charged for opening and closing the venue.

Booking

The type of function is to be advised at the time of booking.

Hope Valley Church reserves the right to refuse or subsequently cancel any function:

- Deemed to be incompatible with the church ethos (values and beliefs)
- In the likelihood of bringing disrepute to Hope Valley Church
- That has the likely potential to damage premises, furniture etc, or injury to the persons using the premises

Booking Requirements

The Property is not available for hire to any persons under the age of 18.

An invoice for the hire fee will be issued prior to the event and payment is due one week before the event.

A deposit of 20% of the hire fee is to be paid within 14 days of approval of booking. This deposit is deducted from the balance at the time of invoicing.

If you need to cancel your booking, please notify the Hope Valley Church office via email seven days before the event. If seven days notice is given the deposit will be refunded minus an administration fee of \$60.

Safety Issues

It is the responsibility of the hirer to ensure the safety of persons present during the function. Hirers must abide by all health and safety policies of Hope Valley Church of which they are advised.

Doors, emergency exits, aisles, corridors etc. are to be kept clear of obstructions at all times. An email must be sent to the church of any incident resulting in bodily injury occurring on the church premises as soon as practicable. Please email rachel.brookes@hopevalleychurch.com.au for an Incident Report form.

Access and Lock-Up

A representative of the church will open and close the premises if outside business hours Monday - Friday (9am - 4.30pm) \$50 per event will be charged.

Functions are required to finish and be cleaned up by 11.30pm.

Seating

The Auditorium will seat no more than 450 people

Noise

Noise is to be kept at a reasonable level and music is to cease by 10pm in the hub areas and 10:30pm in the Auditorium.

Prohibited Acts

- The use of alcohol and non-prescribed drugs.
- Smoking and vaping inside buildings and the misuse of fire-fighting equipment.
- The use of confetti or similar on premises.
- Fixing of nails, screws or other fittings to the building.
- Alterations to electrical, plumbing or other installations.
- Sub-letting of the premises.

Setting-up and Cleaning

All furniture and chairs are to remain in allocated areas unless otherwise negotiated.

Food and beverages are not to be taken into the Auditorium.

The user is to ensure that the floor surface is not damaged when moving equipment around in the building, including the stage area.

Decorations etc. may only be attached to the building by easily removable means which do not damage the surface to which they are attached. These are to be removed by the user.

The premises shall be left in a neat and tidy condition (including toilets & kitchen).

All electrical equipment used is to be turned off, before leaving the premises.

All rubbish is to be removed from the premises following the event.

Audio, Lighting, Computer System & Musical Equipment

None of these pieces of equipment are included in the fee for use of the premises. If required, a separate fee will apply for the equipment used. The equipment is to be operated by a Hope Valley Church trained operator only.

If the venue is damaged and/or unclean or not reset

The user shall be responsible for any damage sustained to the premises, including furniture and equipment. This will be added to the final invoice with an explanation.

Insurance

Non-Uniting Church organisations need to be aware of the risk they take if they do not have their own Public Liability Insurance. Users must provide evidence of current Public Liability Insurance in the form of a certificate of Currency issued by their broker or insurer at the time of entering this agreement and maintain this insurance for the term of the license agreement. The minimum of \$20 million cover is required. Large events may need to be referred to Uniting Church Insurance Services. (Uniting Church Insurance and Risk Management Handbook)

Where possible a Certificate of Currency of Insurance should therefore be provided.

A public liability policy indemnifies the hirer for their legal liability to third persons for

bodily injury or damage to property arising from negligence.

Disclaimer

The Church accepts no liability for the loss of, or damage to, hirers' goods or equipment during the time the goods are on the premises.

First Aid

We encourage and highly recommend that a qualified First Aid person be in attendance during your event.

Signature of User

Signature of Hope Valley Church Venue Director

Date
