



## 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](mailto: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: \_\_\_\_\_