

General Conditions of Hire

1. On rare occasions such as funerals the Hall may be required at short notice. Hirers will be advised as soon as possible and hiring fees reimbursed.
2. A "Hire of Facility Agreement Form", together with a list of hiring dates for the year is to be completed at the start of each calendar year.
3. A "Certificate of Currency" must be provided annually by the hirer when their public liability insurance policy expires.
4. For regular hirers of the halls there will be a ½-hour period allowed before/after each booking for setting-up/vacating the premises, unless otherwise agreed in writing with the Hire Coordinator.
5. Keys issued to the nominated representative of the group hiring the facility must not be used for any purpose other than that specified on the Hire Agreement. Misuse of keys may result in a termination of your agreement with us.

Special Conditions of Hire for Church

The Church is a sacred place and the altar and other fittings and fixtures in the Sanctuary are important elements of our worship. We welcome the use of our Church for music concerts as the acoustics are exceptional. We understand that you may need to move furniture for your performance. We will work with groups hiring the Church to understand their requirements and make sure that any items are moved safely and stored appropriately. This may lead to an additional cost for setting up for your event and restoring the Sanctuary after your event. We will discuss these conditions when you make your initial enquiry for hire of the Church.

Obligations of the Hirer

1. To pay the **hiring charges** in the manner and time agreed.
2. The hirer must demonstrate adequate and appropriate procedures to ensure **child safety**.
It is not acceptable to the parish for any child associated with your classes to be left unattended and unsupervised on church property at any time. Child supervision is deemed to be the responsibility of the hirer.
3. To leave the facility in a satisfactory and clean condition, including the removal of all rubbish
4. Not to remove anything owned by the Parish from the facility.
5. To lift (not drag) anything moved within the facility and to return to its original position.

6. Not to use any exhibits or decorations in the facility without the prior agreement of the Parish Representative.
7. To do no damage to the facility, its furniture and furnishings, accessories or environment and to report to the Parish any loss or damage to property and pay for its repair or replacement.
8. Do not allow smoking within the facility and in the grounds.
9. To switch off all lights, fans, heaters/air conditioners and other electrical equipment before vacating the facility.
10. To secure windows and doors on vacating the facility.
11. To return any keys to the Parish in the manner and at the time agreed. Keys are not transferable to casual hirers.
12. To effect and keep in force Public Liability insurance cover for an amount of not less than \$10,000,000.00 and provide evidence thereof in the form of a Certificate of Currency which covers:
 - a. Liability for loss or damage to property of the Parish
 - b. Indemnity for claims made against the Parish arising out of negligence of the Hirer, and
 - c. to annually produce evidence thereof (to the Hire Coordinator) by the expiry date of the insurance policy.
13. To comply with all legal requirements that apply to the Hiring Entity's activities conducted on the premises including ensuring compliance with the Child Safety (Prohibited Persons) Act 2016 (Working with Children Checks), Liquor Licensing Act 1997 and the Food Act 2001.
14. Evening functions should conclude by 10.30pm and the premises must be vacated by 11.00pm.
15. During the period of hire, to create no nuisance either by way of noise or otherwise to inconvenience adjoining owners or occupiers.
16. Not to carry out in or about the facility any illegal activity.
17. Not to permit the parking of vehicles in the Church driveways at any time, unless by prior arrangement. In the car park on the northern side of the main hall, parking is to be within the lined areas. The parks allocated for people with disabilities are to be kept clear at all times unless a disabled parking permit is displayed in the vehicle using this parking bay.
18. Not to enter or permit any person to enter any area other than the facility which is the subject of this agreement.
19. Not to move Pianos without prior agreement of the Parish Representative and under their supervision. Costs associated with moving the piano are the responsibility of the hirer.
20. Not allowing amplification of music unless special written permission is granted by the Parish Representative. If such permission is given, the volume will be kept to acceptable levels in accordance with the Environmental Protection Act.

All music must be turned off by 10.30pm. Note that under this legislation, if police are called out regarding noise levels hirers are responsible for taking the appropriate remedial action.

21. Any sale of liquor on the premises must comply with all requirements of the Liquor Licensing Act 1997. The Hirer is reminded that it is an offence to serve liquor to minors.
22. To respect the rights of residents in the area of the facility. All guests are to be instructed to disperse quickly, quietly and with respect for the residents when leaving.
23. Not to store any goods in the hall[s] except with the expression permission of the Facilities Hire Committee. Any such goods are stored at the Hirer's own risk.
24. To comply with all laws, regulations and by-laws and government or regulatory orders applying to the use of the Halls and their surrounds.

When hirers are non-compliant in any of these areas, the Facilities Hire Coordinator will issue one reminder notice, requesting that the matter be rectified within 10 days. Failure to comply with this request would result in action by the Facilities Hire Committee to consider the termination of the Hire Agreement. Parish Council supports the termination of hire agreements due to non-compliance at the Facilities Committees discretion.

Contact Details for Facilities Hire Coordinators

Email: office@theodores.org

Phone: Angela 0407600124 or Peter 0411872461

St. Theodore's Parish Facilities Hire Fees and Charges 2026

Key Deposit for Regular Hirers \$100

Large Hall

Regular Hire \$28/hour

Regular Hire with Storage \$30/hour

One-off Event Hire \$34/hour (20% loading)

Small Hall

Regular Hire \$22/hour

Regular Hire with Storage \$24/ hour

One-off hire \$26/hour (20% loading)

Church

One off Event Hire

Includes one free rehearsal \$180/ half day

\$360/ full day

Set up/ pack up fee \$60 flat fee payable by hirers
in the event that furniture needs to be
brought unto the church or that
sanctuary furniture needs to be
moved.

ST THEODORE'S ANGLICAN CHURCH

Facilities Enquiry Form (2025)

About St Theodore's Anglican Parish

We offer a warm welcome to our community and hope you feel at home here. We seek to be a community of faith which values relationships, liturgy and preaching to sustain our faith and action in daily life. Our Mission is to be active, caring and supportive, where everyone is welcome.

The Foundation stone of the State Heritage listed church was laid in February 1914. The Church was dedicated on October 14th, 1914. A disastrous fire in 1960 provided an opportunity to expand the Sanctuary with the stunning backdrop to services and concerts we admire today. The parish has always hosted a wide range of community activities onsite and these continue today.

We invite you to host your event, activity or function with us and contribute to our vibrant and inclusive community.

Enquiry Process

The first step to gaining approval to host your activity at one of our facilities is to tell us about your activity by completing the *Facilities Enquiry Form* below.

Please read the *Terms and Conditions for Facilities Hire, Facility Fees and Charges, and Privacy Statement*.

When we receive your application, we will then:

- Review and assess your proposed activities against our *Terms and Conditions*
- Inform you of any additional information that may be required
- Confirm if your requested date and time is available and if the venue is suitable
- For successful applications we will then confirm your booking and ask you to complete a *Facilities Hire Form*
- Arrange key collection and payment of the hire fee and charges

Please have the following information ready before completing the form below.

- Proposed booking date(s) and time(s)
For Casual Hirers, please complete Section C, Casual Hire Booking; if you request more than 6 bookings in a calendar year, please complete Section D, Regular Hire Booking
- Activity name and brief description
- ABN (if applicable)
- Public Liability Insurance

About Public Liability Insurance

- Public Liability Insurance must be purchased by all Hall hirers who charge a fee for participation in their activities.
- Free Public Liability Insurance is available for individuals and groups who are not charging fees by registering their event on the **anglicanhalls.com.au** website.
- Activities organized or authorized by the Parish including worship, prayer reflections, community outreach, funerals, weddings, music, leadership training are covered by Anglican Church Insurance.¹

Section A: Application Details

Contact's First Name:

Contact's Last Name:

Organisation / business / community group Name:

ABN (if applicable):

Mailing Address:

Email:

Phone:

Name of Activity:

Please provide a brief description of your activity:

Type of Activity

Health & Wellbeing

Art & Craft

Community Activity. Please describe:

Dance

¹ See separate *Guidelines for Facilities Hirers*

Facilities Enquiry Form (2025)

- Music
- Teaching
- Rehearsal
- Concert/Performance

Public Liability Insurance

Insurer Name:

Amount:

Expiry Date:

Free Public Liability Insurance with Anglican Insurance and Risk Services (AIRS)

- Event registered with anglicanhalls.com.au website

Section B: Venue Request

Please select your preferred venue/s

- Main Hall
- Small Hall
- Church
- Quiet Garden

Please select additional facilities you require (optional)

- Main Hall kitchen
- Storage in Main Hall
- Small Hall Kitchen
- Storage in Small Hall
- Outdoor Space

Please select if the Application is for a Casual or Regular Hire

For Casual Hire please go to **Section C**

For Regular Hire Please go to **Section D**

Section C: Casual Hire (once off booking or less than 6 bookings in a calendar year)

Day(s)	Date(s)	Activity Start Time	Activity End Time	Venue Access Times	
				Entry Time	Exit Time

Additional Information

Please answer the questions below to ensure we have the information we need to assess your hire request.

How many people are you expecting?

Staff / volunteers:

Participants / Guests:

Total estimated people attending:

Is there an entry/participation/ticket fee?

Yes. How much are tickets? \$

No

Will alcohol be consumed or served?

Events where alcohol is served are not permitted without prior approval of the Facilities Hire Committee. Service must comply with the requirements of the Liquor Licensing Act 1997.

Yes – Provide start and end times alcohol will be served

If yes, will alcohol be:

- Supplied
- BYO
- Sold – Have you organized an appropriate license?

Have your staff or volunteers completed responsible service of alcohol training? Please provide copies of your license and compliance with required training.

No alcohol will be served

Will you have third party contractors providing food, entertainment, or services?

Yes, please describe

No

We have read and agree to comply with the venue's Food Safety Requirements provided with the Conditions of Hire

Go to Section E

Section D: Regular Hire (6 or more weekly, fortnightly, monthly or other cyclical hire of the same Venue in a calendar year).

Date you would like to commence the hire:

Date you would like to conclude the hire:

(Hire period must start and finish within the same calendar year)

How frequently do you wish to hire?

Weekly Fortnightly Monthly Bi-monthly

Other, please specify:

Regular Hire Schedule

Day(s)	Times	Date commencing	Date concluding
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Section E: Conditions and Acknowledgement

I certify that the above information is true and correct.

I agree to abide by St. Theodore's adopted fees and charges schedule.

I have read and accept the *Terms and Conditions for Facilities Hire* and I agree to abide by these.

I acknowledge that this is an application only and a booking is not confirmed until acceptance is received from the Facilities Hire Coordinator.

Applicant's Signature:

Print Name:

Date:

Facilities Hire Coordinators	
office@theodores.org	
Angela Hazebroek	0407600124
Peter Burke	0411872461

Acknowledgement by Hirer: The Owner makes no warranty or representation to the Hirer about the condition of the Facility or its suitability for the Hirer's purpose. You acknowledge that you have inspected the Facility and acknowledge that the Facility is acceptable to the Hirer.

Indemnity: The Hirer hereby indemnifies the owner, the wardens, the Parish Council and vestry of St. Theodore's Parish from and against all actions suits claims and demands of whatsoever nature arising out of or in any way or concerning the hiring of the facility.

Signed on behalf of the Parish

Signed on behalf of the Hirer

Date

Please return this signed form.

- A. For all NEW hirers (other than those covered by Section B below) a copy of your Certificate of Currency for public liability insurance must be attached to this form.**
- B. Individual hirers and community groups who are not charging fees are required to register for free public liability insurance through the diocesan website anglicanhalls.com.au**
- C. Existing Hirers must provide an updated Certificate of Currency when their public liability insurance is renewed.**