



# PADDINGTON UNITING CHURCH

Version: September 2012

<b>OFFICE USE ONLY</b>
Date Approved:
Invoice No:

## Venue Hire Application and Agreement

PLEASE ENSURE YOU HAVE READ AND UNDERSTOOD THE CONDITIONS OF HIRE BEFORE FILLING OUT THIS APPLICATION FORM.

### Applicant Details

<b>Name of Applicant</b> Person or organisation who is hiring venue	
<b>Contact Person (s)</b> This person is the authorised representative of the organisation or group & is responsible for adherence to the conditions of hire.	
<b>Nature of Organisation</b> Indicate if: individual, NFP org. or NFP community/small business, commercial, charity - see explanations on page 5	
<b>Name, postal address and email - to send invoice</b>	
<b>Phone number/s</b> For contact person/s for the night	
<b>E-Mail for contact person</b>	
<b>Bookings/Tickets</b> Ph. number for your event	

### Proposed Function Details

<b>Proposed Date &amp; Day</b>  <b>NOTE: NO BOOKINGS on Saturday during the day or any time Sunday</b>	
--	--



Church 395 Oxford St Paddington NSW 2021  
 Postal PO Box 379 Paddington NSW 2021  
 Hall & Office 2 Newcombe St Paddington NSW 2021  
[www.paddingtonuca.org.au](http://www.paddingtonuca.org.au)

tel 61 2 9331 2646  
 fax 61 2 9331 4864  
 office@paddingtonuca.org.au

<b>Nature of Function</b>	
<b>Premises Required</b> (Church or Hall)	
<b>Proposed Hours of usage</b>  Please outline running schedule, including arrival time, main activity times and when you expect to leave the premises.	
<b>Expected Attendance</b>	
<b>Are you organising Security?</b>	
<b>Seating or Equipment required and/or Catering/Bar Details</b> – note that alcohol is very restricted in the Church: available under conditions in the hall, must be served with food and must NOT be served outside.	
<b>Is this a public event or by invitation only?</b>	
<b>Will an entrance charge be made? If so, how much?</b>	
<b>Community Benefit:</b>  Provide a statement of the benefit to the community that the event will generate.  If requesting the church, also state why the church is an appropriate space for this event.  (see “Conditions Of Hire”)	

<p><b>Signature of Applicant</b></p>	<p>I agree that this application and the proposed function are subject to the '<b>Conditions of Hire</b>' identified below on pages 3-7.</p> <p>Signature.....</p> <p>On behalf of .....</p> <p>Date     /     /</p>
<p><b>Church Hirers only:                  Acceptance of additional conditions</b></p>	<p>I have read and understood the additional conditions relating to respecting the church space, and agree to ensure that all hosts and patrons behave appropriately. I understand that if this condition is breached the event may be terminated and additional charges may apply.</p> <p>Signature .....</p>

## CONDITIONS OF HIRE

(Outlined on pages 3 – 7)

***Community Benefit – Paddington Uniting Church offers its buildings to venue hirers in order to support positive social values and artistic expression that enhances the community. Consistent with its Mission and Values, in considering any application for hire of premises, PUC will favour those activities that clearly demonstrate a benefit to the community.***

<p>General</p>	<ul style="list-style-type: none"> <li>• All events are to observe appropriate standards of behaviour. These include: zero tolerance for drunkenness, drug taking and abusive behaviour. Hirers will be held responsible for maintaining orderly behaviour and providing appropriate security. This is a key condition of any event on PUC premises.</li> <li>• PUC reserves the right to terminate any event without notice where these conditions are breached or believed to have been breached, or for any other cause at PUC's sole discretion, in which event, no claim for compensation will be made by the hirer.</li> <li>• The hirer's failure to comply with the agreed contractual conditions constitutes a valid and accepted basis for the termination of this Agreement without financial penalties being imposed on PUC or legal action.</li> </ul>
<p>Use of the Church building – additional conditions</p>	<ul style="list-style-type: none"> <li>• The Church is used by the Paddington Uniting Church worshipping community every week. The space has been set apart for this purpose for nearly 150 years. It is a beautiful and sacred space.</li> <li>• ALL event requests for the Church will require case-by-</li> </ul>

	<p>case approval by the PUC Church Council in advance. This may take up to 2 weeks (normally 4 days).</p> <ul style="list-style-type: none"> <li>• Anyone hiring the Church must take active steps to ensure that all patrons of their event show appropriate respect for the space and its furnishings, the Christian tradition and religious symbols. In signing this agreement you accept this condition and acknowledge that PUC staff are empowered to terminate any event with immediate effect if they consider this condition is not being met, in which event, no claim for compensation will be made by the hirer.</li> </ul>
Consumption of Alcohol on Church premises	<ul style="list-style-type: none"> <li>• In addition to all other conditions contained herein, please note that consumption of alcohol on any Paddington Uniting Church premises requires specific approval of the Paddington Uniting Church Council. Unless specific reference is made to liquor consumption in this application form, hirers will be in breach of this contract and the law if liquor is consumed without approval.</li> <li>• Note: Consumption of alcohol in the Church is <u>restricted</u>.</li> </ul>
Rates	<ul style="list-style-type: none"> <li>• The hourly rate quoted covers 'normal usage' from entering the premises to leaving the premises. Quotes and the initial invoice are based on proposed hours as identified in the application form. Any extra hours of usage eg due to extended performances or late pack up will be invoiced after the event and charged at the hourly rate.</li> </ul>
Extra Costs	<ul style="list-style-type: none"> <li>• Paddington Uniting Church (PUC) reserves the right to recover from all hirers all costs related to extra cleaning, damage to property, extra site management and extra usage hours. Hirers agree that PUC's assessment of those costs is final.</li> </ul>

## **VENUE DETAILS AND CAPACITIES**

Venue	Area	Capacity – theatre seating layout (absolute max)	Capacity – table layout
<b>Church Building</b> 395 Oxford St Paddington	Approx 370 sq m total, assembly floor area approx 234 sq m	<b>180</b>	120
<b>George Smith Memorial Hall</b> 2 Newcombe St Paddington	Approx 390 sq m total, assembly floor area approx 200 sq m	<b>160</b>	150

## **RATES**

### Definitions

**COMMERCIAL:** A hirer who is a corporation or a company whose primary aim for putting on the event is to make a profit, even if the event itself does not (eg: Commercial Concert, PR Event).

**COMMUNITY:** An individual or small business owner who is running an event of obvious benefit to the community and whose primary concern is not to make a profit, even if selling tickets to cover costs.

**NOT FOR PROFIT (org):** A registered not for profit organisation or community group (eg: a musical society, meditation group, private individual). Proof of registration as a not-for-profit must be attached to this form.

**CHARITY:** A hirer who is a Registered Charity, who is putting on an event that furthers their charitable purpose. (Eg: aid organisation fundraiser). Proof of charity status must be attached to this form.

### **RATES (plus GST)**

	<b>Church</b>	<b>Hall</b>
From July 16, 2012		
<b>Commercial</b>	<b>\$280 per hour +GST</b>	<b>\$225 per hour +GST</b>
<b>Community</b>	<b>\$125 per hour +GST</b>	<b>\$80 per hour +GST</b>
<b>Not For Profit (org)</b>	<b>\$100 per hour +GST</b>	<b>\$70 per hour +GST</b>
<b>Charity</b>	<b>\$60 per hour +GST</b>	<b>\$50 per hour +GST</b>

PUC requires a **\$100 non-refundable DEPOSIT within 7 working days** of approving your application and no later than 14 days prior to the event (whichever is earlier). Your booking will not be confirmed until this deposit has been paid.

**PUC requires full payment for each event 14 days in advance of the event date.**

PUC may require a Cleaning Bond, for hirers of the Church, of \$100 to cover extra cleaning for some events (eg. Shampooing carpet after drink spills). This is payable with the final payment if payment is by EFT or credit card details will be held for this purpose if payment is by credit card. The Cleaning Bond will be refunded if the venue is left in a satisfactory condition. If any additional charges are incurred these costs will be deducted by PUC from the cleaning bond before it is refunded. Hirers agree that PUC's assessment of those costs will be final.

In some circumstances, PUC may require a Security Bond to cover potential damage to PUC property.

### **General Conditions**

- Rates cover use of venue, including toilet facilities, tables, chairs, sundry furnishings, power, and supervision by PUC's Event Manager. The Events Manager has absolute discretion in application of conditions before and during any function.
- Parking facilities adjacent may be available.
- The hirer must have left the premises by midnight at the latest. Quiet departure by guests is mandatory.

- Hirers may be permitted to bring in their own catering, bar, entertainment etc operations, subject to approval in advance by PUC.
- Hirers will be **required** to carry their own **Public Liability Insurance** policy, and in making an application agree to fully indemnify Paddington Uniting Church against any claims.

### **Access to the Venue**

- PUC retains the right to control the Venue including all means of ingress and egress, the timing of opening and closing of doors and the admission of the public (including the right to refuse admission to any person or persons).

### **Front of House**

- The hirer will nominate a contact person who will represent the hirer during the event.

### **Noise Management**

- The volume of amplified music must be appropriately monitored to ensure that the peak music levels within the venue are limited and controlled to maintain acceptable external limits.
- The Events Manager and Site Manager have the authority to require the hirer to adjust the volume if deemed to be exceeding reasonable peak levels.
- In the event that the hirer fails to comply with this request, the Events Manager or Site Manager may cancel the performance, effective immediately.

### **Departure from the Venue**

- The hirer must leave the Venue, its facilities and equipment in a clean, safe and proper condition as at the commencement of the hiring, to the satisfaction of PUC. As this is a multi-use space, all equipment is to be removed at the end of the event.
- If additional cleaning is required after the event, PUC will engage professional cleaners and charge the hirer. PUC assessment of cleaning needs and costs will be final.
- The hirer will remove all goods and equipment brought in by the hirer in accordance with any direction by PUC.
- PUC shall not have any liability in respect of loss of or damage caused to the goods left at the Venue.

### **Food and Beverage**

- All liquor service will fully comply with relevant licensing conditions.
- Food **MUST** be available when serving liquor.
- All persons involved in liquor service will hold and produce a copy of a certificate of completion of an approved Responsible Service of Alcohol course.
- PUC reserves the right to employ bar staff and security itself, at the Hirer's expense, to ensure the smooth running of the event. Recording Rights & Photography
- The hirer warrants not too contravene any copyright or moral rights obligations. The hirer's failure to comply with this will constitute a valid and accepted basis for the termination of this Agreement without financial penalties being imposed on the PUC.

- PUC may take photographs, recordings, and footage of the event or exhibition for PUC purposes.

### **Insurance**

- PUC will provide, at its own cost, adequate public liability insurance, of at least \$10 million, and maintain cover for any occurrence or series of occurrences arising out of any one event in respect of the liability of the PUC.
- The hirer must provide adequate public liability insurance, of at least \$10 million, to cover any occurrence or series of occurrences arising out of any one event in respect of the hirer's liability for the schedule performance.
- The hirer shall provide a copy of the Certificate of Currency prior to the hirer prior to the commencement of the function.

### **Additions or Alterations**

- The hirer will not, unless approved by PUC in writing, make any alteration or addition to the structure, facilities, goods equipment or decoration of the Venue.

### **Right of Entry**

- PUC's authorised staff or nominated representative may enter and inspect the Venue or any part of it at any time.
- The hirer must not obstruct them or any member of the police force, fire brigade, ambulance service or any other emergency service, from entering the Venue.

### **Changes and Cancellation**

- In the case of events of force majeure such as, but not limited to, flood, earthquake, war or civil strife, hurricane or industrial disturbance, strike, lockout, epidemic, failure or delays of scheduled transportation facilities or the death of any members of the hires, which makes the performance forming part of this Agreement impossible, neither party will have any claim for damages against the other party arising out of the termination of the performance forming part of this Agreement.
- In the case of a LATE cancellation (less than SEVEN [7] days), by the hirer for any reason, the hirer will be liable to pay 50% of the venue hire fee.
- In exceptional circumstances where the event is cancelled by PUC, the hirer will have no claim for damages against PUC arising out of the termination of the event.

### **Publicity**

- Please note that PUC does not provide any form of public relations or marketing. We are also unable to take bookings. You may wish to use a ticketing company.

### **Acknowledgement**

- The parties acknowledge that neither has entered into this agreement in reliance upon any representations made by the other and that this Agreement constitutes the whole of the agreement between PUC and the hirer.