

# Terms & Conditions of Hire

## Application Form 2022



St George's  
Anglican Church

BATTERY POINT

*The Light on the Hill*

All St George's buildings are owned by the Trustees of the Anglican Diocese of Tasmania ("the Diocese") and managed by the Parish of St George's Anglican Church Battery Point ("the Parish") and are therefore subject to the policies of both organisations. The following document outlines the term and conditions of hire.

*Please read this document thoroughly before making an application for hire.*

### Application Form

All requests to hire the facilities must be in writing using the prescribed form at the end of this form.

Any application for hire is not finalised until you have received an invoice or other written confirmation of the same.

### Obligations of the Hirer

- To pay all fees in the time and manner agreed;
- To leave the facility clean and undamaged, with all furniture and other belongings of the Parish returned to their original locations and conditions. Pianos are not to be moved without prior agreement of the Parish. We recommend that you take photos of the spaces as you find them to enable you to return furniture to the correct location.
- Not to store any items on the premises without prior approval from the Parish.
- Not to use exhibits in the facility without prior approval from the Parish.
- To remove all rubbish and recycling (bins are located on the right hand side of the hall building).
- To seek arrangement with the Parish prior to bringing in and using (indoors or outdoors) any extra equipment, structures, displays, decorations etc (please contact the office to make such arrangements).
- Not to permit smoking on the premises.
- Not to remove anything owned by the Parish from the facility.
- Report any breakages or losses to the Parish and pay for its repair or replacement.
- Switch off lights, heaters and electrical equipment, and secure windows and doors before leaving the premises.
- Return any keys provided by the Parish as agreed.
- To report any use of the Parish's First Aid Kit.
- Not to carry out, in or about the facility any illegal activity.
- The Hirer shall obtain insurance as detailed below and supply to the Parish a copy of such policy with the Application Form.
- Where a facility is used for longer than the period of hiring the Hirer will be required to pay the additional charge calculated at the relevant rate.
- Premises must be vacated by midnight.
- In the event that the Parish's internet services are used, it may not be used to access illicit material of any form.
- Not to use the facilities to engage in activities that will bring the Parish into disrepute.
- Not to create a nuisance either by way of noise or otherwise so as to inconvenience adjoining owners or occupiers.
- Not to enter or permit any person to enter any area other than the facility which is the subject of this agreement.
- Ensure that all employees, independent contractors, agents or persons engaged by the Hirer who enter the premises or grounds hired, comply with all lawful directions given by the Parish and comply with and abide by the terms of this agreement.

### Cancellations

We require at least one weeks' notice of any changes in bookings, unless they are related to COVID protocols. If we are not notified of any changes, full rates will apply according to the original booking.

### Avoid disturbance to our neighbours

St George's is located in a quiet residential area. Evening functions are to be concluded by midnight. No music etc. should be played after 11pm nor should it be audible beyond the property. Drivers must not park in the turning circle or over driveways. Guests should leave the premises no later than 1am, quickly and quietly. Breach of these terms may result in refusal of future requests for hire.

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We do not permit liquor to be sold on the premises. If at your event you wish to permit BYO alcohol please consult the office.

**Public Liability Insurance**

All hirers must be insured to an amount not less than \$10 million against:

- Injury to persons while on the property
- Damage to the property due the activities of the hirer
- Workers’ compensation to cover employees of the hirer required to work on the property
- Indemnity for claims made against the Diocese as owner arising out of the negligence of the hirer

On applying to hire the premises, organisations must provide a copy of their Public Liability Insurance certificate current for the period of hire, whether for a one-off event or periodic events.

Personal hirers\* without Public Liability Insurance can arrange cover, for one-off events only, with the church’s insurers for a fee of \$25 (an excess of \$250 applies to claims under this cover). Non-personal bookings are expected to hold their own Public Liability Insurance.

*\*Personal hirers means a person or unincorporated group meeting for a non-commercial, non-political, non-“cause/crusade” purpose where the meeting is not open to the general public and the hirer does not have public liability insurance. Examples of acceptable activities are:*

- *A private birthday party, celebration, wedding reception*
- *Friends who want a venue to read plays/poetry (but not rehearsals for a show)*
- *Musicians using premises for non-commercial purposes (but not musicians who perform elsewhere)*
- *Informal support/self-help groups*
- *Knitting groups who like to meet to compare ideas*
- *Dance practice not associated with a dance school or lessons where no fees are charged*

**Hire Fees**

The Parish is a non-profit organisation funded mainly by support from our members with no ongoing financial support from Government or the Diocese. Accordingly we recover costs for power, rates, cleaning and maintenance in part from our much-valued clients. However, we try to keep our fees as low as possible to enable as many people from our community as possible to enjoy our spaces.

Our current hourly rates for our spaces are (all prices are GST inclusive):

Space	September - May		June, July, August*	
	Occasional hire/hr	Regular hire^/hr	Occasional hire/hr	Regular hire^/hr
Church	\$55.00	\$33.00	\$60.50	\$38.50
Hall	\$55.00	\$33.00	\$60.50	\$38.50
Parish Room	\$33.00	\$33.00	\$38.50	\$38.50
Long Room	\$33.00	\$33.00	\$38.50	\$38.50

^ Regular hire refers to 3+ bookings made at the same time or a rolling annual booking

\*The winter rate includes a \$5/hour charge to cover heating

Special rates may be available to other church and community organisations. Weekend packages may also be available on request. Please contact the office for further details.

Regular users will be issued with invoices quarterly or monthly (as agreed). Please contact the office if you need to make alternative arrangements. The Parish reserves the right to review the hire fee at 12 monthly intervals.

Payment of invoices is 21 days from issue.

*Supporting St. George’s Restoration Project*

For Commercial events a suggested donation of 20% on all ticket purchases is appreciated (usually included in any ticket prices). Alternatively, a Tap&Go donation terminal can be made available for attendees to make donations at ticketed events.

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## **Hirers Evacuation Guide EMERGENCY PROCEDURES**

Evacuation planning requirements place an obligation on the building owner to ensure that the principal hirer is made aware of their responsibilities in the event of an emergency. They must on each occasion name a competent Chief Warden (and Wardens if applicable).

Please ensure that the Hirer, Chief Warden and Wardens have familiarised themselves with the emergency procedures below. You will be asked to name the Chief Warden and Wardens for the hire and make a declaration of your understanding of these procedures as part of the Application Form.

### *Principal Hirer obligations*

The Chief Warden will appoint one or more competent people as Wardens from their group to assist during an evacuation. The number of Wardens appointed will depend on the number of people in attendance at each event and their individual or group needs.

The Chief Warden shall brief all Wardens on their roles and responsibilities.

Wardens shall familiarise themselves with:

- The layout of the building/s and the location of all emergency exits;
- The location of their closest exit and assembly area;
- Method of raising the alarm (Whistle, Horn, Bell etc).

### *Chief Warden (White Tabard) Responsibilities in the event of an emergency*

- Ascertain the nature of the emergency and determine the appropriate action.
- If necessary, initiate evacuation.
- Ensure all persons are notified of the emergency (using the agreed method).
- Ensure that the Tasmania Fire Service is notified - 000.
- Ensure that the Wardens are notified of the situation.

### *Wardens (Red Tabard) responsibilities in the event of an emergency*

- Commence evacuation, if the circumstances warrant it.
- Ensure that all persons have been notified.
- Search all areas to ensure all persons have been evacuated
- Communicate with the Chief Warden and act on his/her instructions.
- Assist any mobility-impaired person.
- Ensure the orderly flow of persons to the assembly areas.
- Secure exits to prevent re-entry to the affected area.

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# EMERGENCY ACTION GUIDE

IN CASE OF  
**EMERGENCY**

FOLLOW ADVICE FROM CLERGY OR A WARDEN  
OR  
LEAVE IMMEDIATELY THROUGH THE NEAREST SAFE EXIT

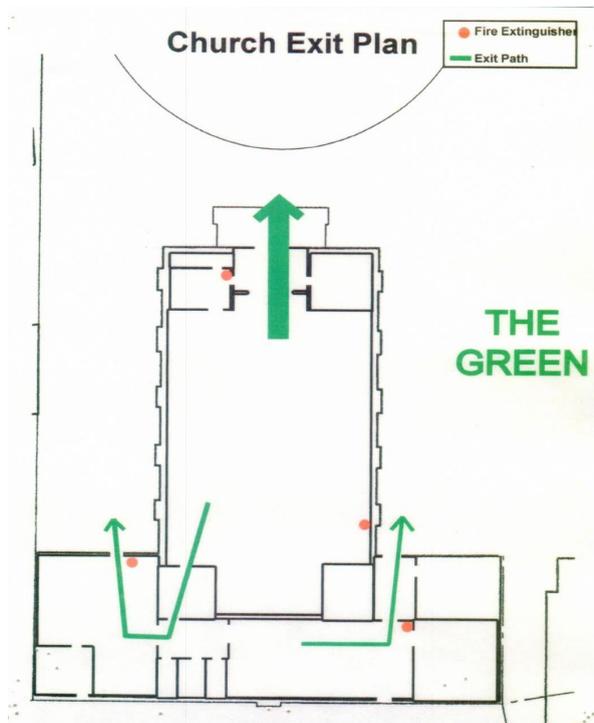
**EXIT** 

GO TO THE ASSEMBLY AREA LOCATED  
on the Green on the  
SOUTH SIDE OF THE CHURCH

## ***Assembly area: The Green***

In the event of an emergency the assembly point is the grassed area directly outside the front entrance to the Church Hall, to the south of the church adjacent to the Rectory.

Please see the map below of exit routes, assembly areas and emergency equipment locations.



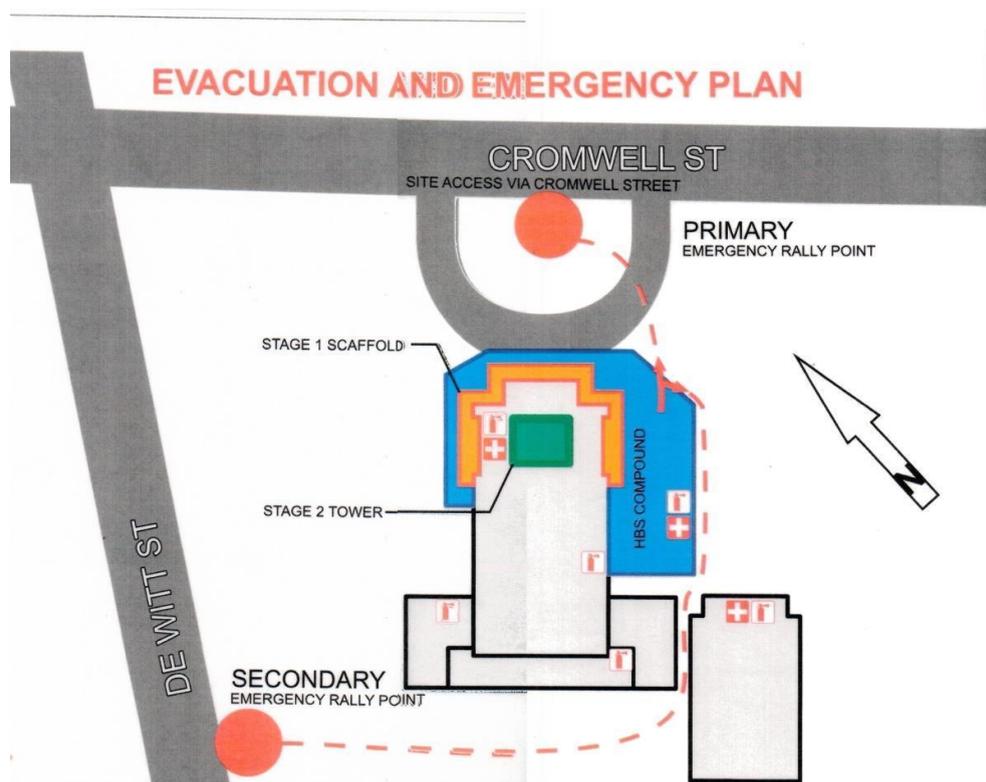
Initials

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**Alternative assembly area: Cromwell Street**

In the event that the Green is not safe, or during the current Stonework Restoration Project, the alternative assembly point is the footpath in Cromwell Street in front of the turning circle.

Please see the map below of alternative exit routes, assembly areas and emergency equipment locations.



**Working with Children & Vulnerable People Registration**

If your organisation is one of the following:

- Child related religious activity
- Child related commercial service
- Coaching or tuition service involving children
- Club or association activity involving children

All adults involved are required to have Working with Children Registration after 1<sup>st</sup> April 2015. Please submit copies of your Registrations with your application. It is your responsibility as the person as the Hirer to ensure that all legislative requirements are met in this regard.

Parents or relatives who are minding a child do not require registration. Please be aware of your responsibility for the safety of children in your care whilst on the premises.

You will be asked to make a declaration of your understanding of your responsibilities with regard to vulnerable people as part of the Application Form. Further information can be found here:

<https://www.cbos.tas.gov.au/topics/licensing-and-registration/registrations/work-with-vulnerable-people>

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## COVID-19 Protocols

Included with this form is a copy of our "WorkSafe Tasmania COVID-19 Safety Plan" for your records which outlines what we are doing to manage the risk of COVID-19 infection in our spaces.

We ask that you read the COVID-19 Safety Plan and familiarise yourself with hirer obligations under the plan.

**For events open to the public (either explicitly or implicitly), in order to ensure risk mitigation, you will need to provide us with an acceptable, current version of the WorkSafe Tasmania COVID-19 Small Business Safety Plan for your own activities before we can process your booking** (available from the Worksafe Tas website). Please let us know if you would like any assistance completing this plan.

Both public and private events are required to operate in line with all Public Health requirements in place at the time of the booking (NB: All St George's spaces available for hire are non-residential settings for the purposes of determining which requirements apply). Please closely monitor Public Health advice leading up to your booking to ensure your activities comply.

When making your booking please indicate how long you anticipate you will need before and after your booking to comply with the cleaning requirements set out in our COVID-19 Safety Plan. We will add this time to your booking in our calendar however *you will not be charged for this time*.

Should you have any questions, comments or recommendations regarding our COVID-19 protocols please let us know.

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# Application for Hire form - 2022



St George's  
Anglican Church  
BATTERY POINT  
*The Light on the Hill*

Name of hirer:		
Contact person:		
Postal address:		
Email address:		
Phone number:		
Date(s) of hire:		
Time(s) of hire:	Anticipated time required for COVID-19 cleaning before and after booking: _____ mins	
Facilities hired: (tick applicable)	<input type="checkbox"/> Hall <input type="checkbox"/> Parish Room	<input type="checkbox"/> Church <input type="checkbox"/> Long Room
Nature of hire:		
Equipment requested:		

## Public liability Declaration

I/We, the Hirer, hereby confirm that I/We have read, fully understood and accept my/our responsibilities as outlined in the section above entitled "Public Liability Insurance" in entering into this hiring agreement.

I/We agree to indemnify the Diocese for any liability for a claim against the Diocese that arises during hiring.

Please tick the applicable box:

- I/We have arranged my/own our insurance to cover the liabilities listed above and to indemnify the Diocese and Parish and enclose evidence of this arrangement by way of a Public Liability Certificate of Currency; **OR**
- I/We request that the Parish arrange insurance to cover these liabilities up to \$2 million and I/We agree to pay the premium calculated at \$25/day. I/We accept that this insurance is subject to payment by me/us of the first \$250 for any property damage.

Parish/Diocesan Entity: St George's Anglican Church, 30 Cromwell Street, Battery Point

Initials

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**Vulnerable People Declaration**

Are children involved in this activity?:

- Yes
- No

If yes, I/We, the Hirer, confirm that all adults in this child related activity have been screened by us and accepted as being suitable to work with children and comply with State legislation requiring them to have a current Working with Vulnerable People card.

**Emergency procedures Declaration**

I/We have read and understood the section titled "Emergency Procedures" above and appoint the following to roles of Chief Warden and Wardens (as applicable):

- Chief Warden: (required)

\_\_\_\_\_

- Wardens: (if applicable)

\_\_\_\_\_

**COVID-19 Protocols Declaration**

I/We have read and understood the St George's "WorkSafe Tasmania COVID-19 Safety Plan" and have submitted a "WorkSafe Tasmania COVID-19 Safety Plan" in respect of the activities I/we intend to undertake as part of this booking. I/We understand that our booking request may be rejected if infection risks cannot be sufficiently mitigated under the submitted plan.

**Hirer declaration**

I/We have read and understood the Terms and Conditions of Hire and make the declarations outlined above.

Signed:

\_\_\_\_\_

Printed name:

\_\_\_\_\_

Date:

\_\_\_\_\_

**Thank you for your application. Please return this paperwork to our office. We will notify you to advise whether your application has been successful.**

St George's Anglican Church Battery Point  
30 Cromwell Street, Battery Point TAS 7004  
[admin@stgeorgesbattery.org](mailto:admin@stgeorgesbattery.org)  
(03) 6223 2146

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