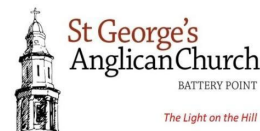


# Terms of Hire and Booking Application Form 2023

## St George's Battery Point

30 Cromwell Street

[admin@stgeorgesbatterypoint.org](mailto:admin@stgeorgesbatterypoint.org) | 6223 2146 | [stgeorgesbatterypoint.org](http://stgeorgesbatterypoint.org)



### Background

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 left 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).
- Not to permit smoking on the premises.
- Not to remove anything owned by the Parish from the facility.
- Report any breakages or losses (including keys) 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 incidents that take place on site and the use of the Parish's First Aid Kits.
- To keep all exit routes clear of obstruction, including rubbish bins and bags.
- Not to carry out, in or about the facility any illegal activity.
- To obtain insurance as detailed below and supply to the Parish a copy of such policy with the Application Form.
- 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.
- 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.

### Cancellations

We require at least one week's notice of any changes in bookings. If we are not notified of any changes, full rates will apply according to the original booking.

### Avoid disturbance to our neighbours

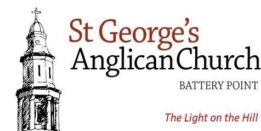
St George's is located in a quiet residential area. Evening functions are to be concluded by midnight. No music etc. should be played after 11pm nor should it be audible beyond the property. Drivers must not park in the turning circle or over driveways. Guests should leave the premises no later than 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 holding their own insurance 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, through Anglican Halls ([anglicanhalls.com.au](http://anglicanhalls.com.au)). The current rate for once-off event insurance at the time of producing this form is \$60.

*\*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 hire 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	Hourly hire rate (GST inc)	
	September - May	June - August*
Church	\$55.00	\$60.50
Hall	\$44.00	\$49.50
Parish Room	\$33.00	\$38.50
Long Room	\$33.00	\$38.50

*\*The winter rate includes a \$5.50/hour (GST inc) charge to cover heating*

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.

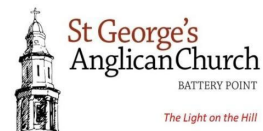
Invoices are due the earliest of 21 days from issue or 5 days prior to hire.

# Terms of Hire and Booking Application Form 2023

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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 vest) 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 vest) 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.

#### **Primary Emergency 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

#### **Secondary Emergency Assembly area: DeWitt Street**

In the event that the Green is not safe the alternative assembly point is the DeWitt Street park.

Please see the map on the following page for exit routes, emergency assembly areas and emergency equipment locations.

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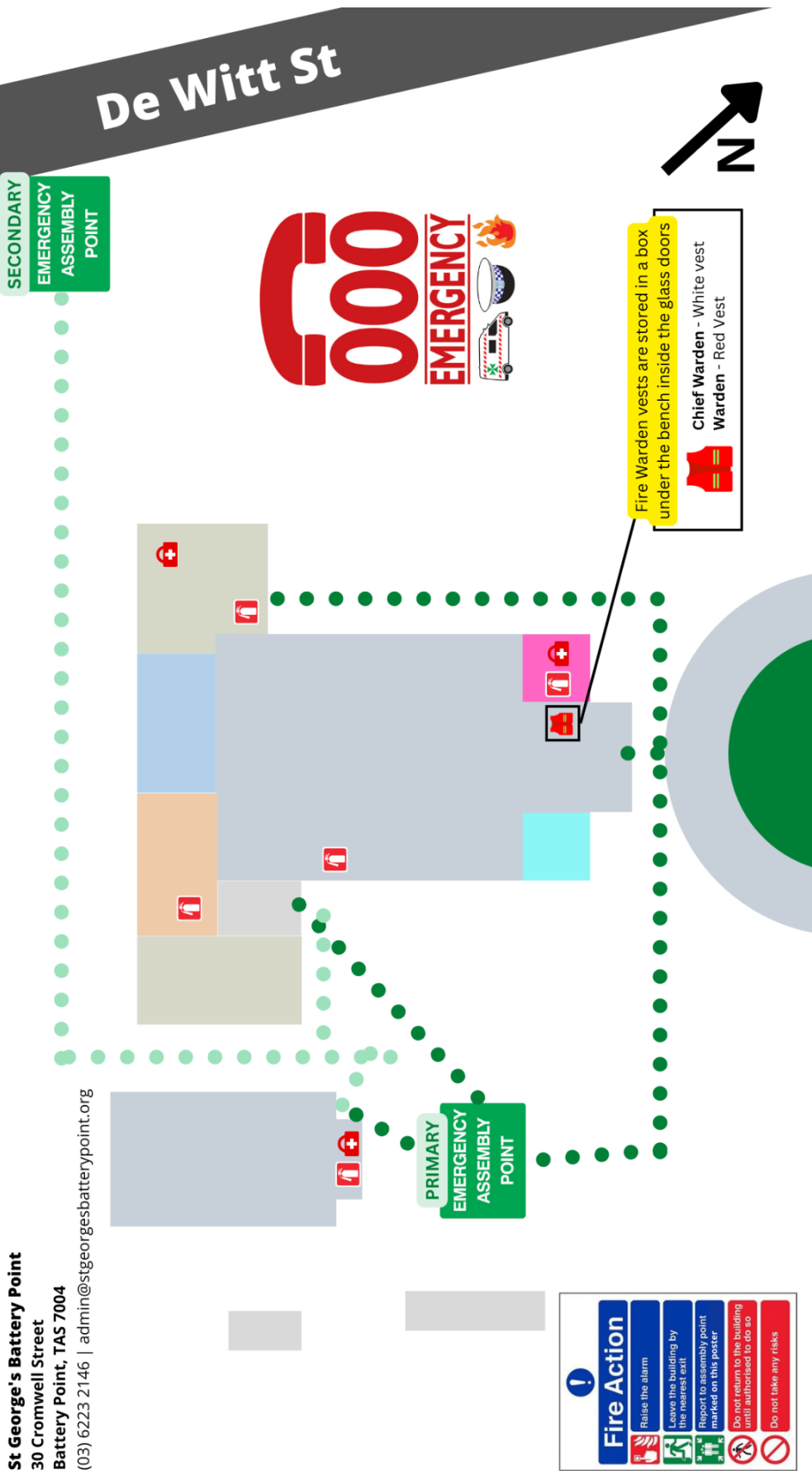
St George's  
Anglican Church

BATTERY POINT

The Light on the Hill

# EVACUATION AND EMERGENCY PLAN

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



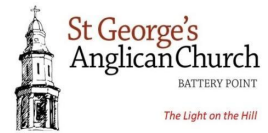
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### Working with Children & Vulnerable People Registration

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 a Working With Vulnerable People card after 1<sup>st</sup> April 2015. Please submit copies of your Registrations with your application. It is your responsibility 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:

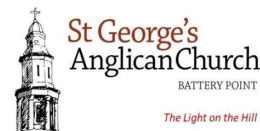
<https://www.cbos.tas.gov.au/topics/licensing-and-registration/registrations/work-with-vulnerable-people>

# Terms of Hire and Booking Application Form 2023

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# Application for Hire form

Name of hirer:	
Contact person:	
Postal address:	
Email address:	
Phone number:	
Date(s) of hire:	
Time(s) of hire:	
Facilities hired: (tick applicable) <i>see Page 2 for hire rates</i>	<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 have arranged once-off event insurance via Anglican Halls ([anglicanhalls.com.au](http://anglicanhalls.com.au) | 1300 927 593) and enclose the associated 'Confirmation of Cover'

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

### Vulnerable People Declaration

Are children involved in this activity?:

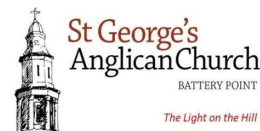
- Yes
- No

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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)

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- Wardens: (if applicable)

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### Hirer declaration

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

Signed: \_\_\_\_\_

Printed name: \_\_\_\_\_

Date: \_\_\_\_\_

### How to make a booking:

- Contact the office to check availability for desired dates and times  
6223 2146 | [admin@stgeorgesbatterypoint.org](mailto:admin@stgeorgesbatterypoint.org)  
Office hours: Tue, Wed & Thu 9:15am-5pm
- Complete and return this form to us along with your insurance certificate of currency and Working With Vulnerable People cards (if applicable):  
St George's Anglican Church Battery Point  
30 Cromwell Street, Battery Point TAS 7004  
[admin@stgeorgesbatterypoint.org](mailto:admin@stgeorgesbatterypoint.org)
- We will finalise your booking and issue you with an invoice to secure the booking
- Pay the invoice by the earlier of 21 days from issue or 5 days prior to hire
- We will let you know how to access the building for your booking

*Thank you for supporting St George's Battery Point*