
Seaton
Christian
Family
Centre
Churches
Ltd

Facilities
Hire
guidelines
and
conditions
of Hire

Effective January 1st, 2020

Guidelines and Booking Procedures

The following conditions of hire must be agreed to as a precondition of any use of the facilities.

(1) **PURPOSE:** Christian Family Churches Ltd is committed to serving the community through its services and facilities. The church program makes extensive use of the church facilities, however from time to time, when the facilities are not being used; Christian Family Churches Ltd is able to hire out the Auditorium, Community Hall, Shed and other activity rooms within the facility. There are many variables. Our well presented facilities will cater for your conference or exhibition or concert from a small location seating up to 30 up to the main auditorium which seats up to 940 people. Located in the Western Suburbs we are able to provide a range of options to meet your requirements for a successful event. We have broken the facility into various venues within the master facility. Where appropriate, where a venue includes technical equipment, the rates will be on the basis as set out below. All technical equipment or instruments will be subject to an appropriate fee.

This document outlines to hirers our policies and procedures in relation to booking hiring any venue within the facility.

This document outlines to Lessee's our policies and procedures in relation to booking hiring any venue within the facility.

(2) GUIDELINES AND CONDITIONS OF HIRE

(1) The Venue Hire Application Form (attached) establishes all your contact arrangements for entry on to our contact database. It also seeks background information about you and sets out to determine the Scope and requirements both physical and technical required for the event

(2) The Hiring Manager Christian Family Centre Inc will make a determination about your proposed events' feasibility and your financial capabilities. Christian Family Churches Ltd Inc reserves the right to decline event bookings.

(3) Christian Family Churches Ltd has a no smoking and no alcohol policy which extends across the complete facility at all times to all events including those events conducted by third parties. There are no exceptions. Christian Family Churches Ltd is a church. As such any sexually overt behaviour will not be tolerated. Should your proposed event include such performances, the booking of our venue will not be approved.

(4) The Christian Family Churches Ltd is committed to providing a child safe environment for children and families. We have a Duty of Care policy and procedures in place and expect our staff and volunteers to implement it diligently. By hiring our venue you agree to contribute to a children safe environment while utilising our facilities, and, provide reasonable adult supervision for children.

Specifically, you agree to:

(a) having a duty of care policy / code of conduct in place for all those directly working with children & vulnerable people and being able to supply this at The Hiring Manager's request.

(b) ensure adults designated by you as responsible to care for vulnerable people under 18 while on Christian Family Churches Ltd s premises has been: suitably screened, hold current police record checks / DCSI clearances; and understand their mandatory notification responsibility, and;

(c) notify parents /carers of their responsibility to adequately supervise their children at all other times.

(5) All bookings are subject to the hirer being responsible for compliance with all State and Federal Legislative requirements, local council bylaws and regulations.

(6) Subletting is not permitted

(7) Hire times shall incorporate any time required for pre-event event-set-up and post event pull down and complete plus all cleaning.

(8) Christian Family Churches Ltd reserves the right to cancel an event or refuse to hire any venue with the facility where evidence of any anti social behaviour has occurred in the past or would appear likely in the future. The right to cancel an event or refuse to hire any venue within the facility where such behaviours occur, can be exercised by the General Manager of the Christian Family Churches Ltd , the Hiring Manager or any authorised staff member of the Christian Family Centre Inc

(9) Christian Family Churches Ltd provides no warranty any venue within the facility and being hired by the lessee is suitable for their proposed event.

(10) Christian Family Churches Ltd Staff have authority during any function or event and shall be allowed access at all times. Such access would only be on the basis of facility management issues, where our staff is engaged to work with the lessee, or in the case of an emergency.

(11) The lessee warrants that any damage caused to the facilities or equipment within the facilities during the event will be fully repaired to the previous standard or replaced. Any monies due to the Christian Family Centre on account of such damage will be added to the final account. Where an insurance claim is involved, the lessee undertakes to pay any excess amount. The amount of excess due will be added to the final account sent to the lessee.

(12) No food or drink other than bottled water is allowed in any venue within the facility other than the Community Hall. The lessee is responsible to ensure that all those who use the facility, including any audience that may come to see performances, adhere to this requirement. All catering for an event must take place within the community hall. Specifically no catering, food or drink stalls will be permitted within the foyer area.

(13) It is a condition of Hire that a qualified emergency warden who is an employee of Christian Family Churches Ltd and familiar with all venues within the facility, be on duty at all times during the event. For larger events more than one warden may be on duty. The lessee will be charged for this service.

(14) The main Auditorium and some of our smaller auditoriums and rooms have significant audio visual and recording facilities. When any or all of this equipment is used by the lessee during an event, it is a condition of the hire our staff be used to run this equipment. The staffing cost will be charged to the lessee on an hourly rate with a minimum of 3 hours per employee per event. Where additional technical equipment is required to meet a lessee's needs, Christian Family Churches Ltd technical staff will arrange for the appropriate equipment to ensure such hired equipment is compatible with our own equipment. Where musical instruments owned by Christian Family Churches Ltd, are used by a lessee, a fee will be applied for their use, on a daily basis. Technical equipment will be charged at an hourly rate of usage. Calculation of usage time will include the warm up and cool down times for such equipment. Equipment under this category can include microphones, projectors, cameras, computers, video processing equipment and lighting.

For large events car parking attendants will be required. A fee will be applied for this service

(15) Where additional operations equipment or services are required, Christian Family Churches Ltd Operations staff shall arrange such equipment. All additional equipment will be charged to the lessee. Examples could include seating, tables' refrigeration, lighting, sound.

(16) The lessee is responsible for taking out and keeping current and adequate Public Liability Insurance (to the minimum value of \$10 million) to cover its own and Christian Family Churches Ltd legal liability as detailed in the Schedule of the Venue Hiring Agreement. A copy of the certificate of currency must be provided to the Hiring manager at the same time as lodging a deposit or other agreed date. Should no insurance policy be supplied Christian Family Churches Ltd reserves the right to cancel the agreement to hire. Such notification would be in writing.

Christian Family Churches Ltd accepts no responsibility for loss or damage to equipment of the lessee and personal items left on the premises prior, during or after the event and recommends that the lessee take out its own insurance for these types of potential losses.

17) Christian Family Churches Ltd has catering facilities available. Where catering is included as part of the event using our catering facilities, a separate quotation will be provided. All costs including staffing will be charged at competitive rates. Christian Family Churches Ltd does not sublet its catering facilities to third parties. Christian Family Churches Ltd reserves the right to open its coffee shop for any event conducted in our facility. Any profits derived from the coffee shop remain the property of Christian Family Churches Ltd.

(18) All venues with our facility are cleaned prior to the hirer's event. At the end of the event, a cleaning fee will be applied to bring the venue back to its original condition. Depending on the duration of the event, fees will be applied on a daily basis and within the day basis. Where significant waste is accumulated from event, the lessee will be charged for additional rubbish removal.

(19) If you are a new client of the Christian Family Churches Ltd you will need to have your details entered onto a Venue Hire Application Form. A copy of the form is included with these guidelines. This Venue Hire Application Form establishes all your contact arrangements for entry onto our contact database. It also seeks background information about you and sets out to determine the scope of your event. Christian Family Churches Ltd manages its bookings on the established 1st, 2nd and 3rd pencil booking protocol where 1st pencil bookings have the first right of refusal to a contract when subsequent i.e. 2nd and 3rd pencil bookings seek to contract on a particular date. To secure booking clients need to pay a \$500.00 or other mutually agreed non refundable deposit. Where a deposit has not been paid the Christian Family Churches Ltd will accept expressions of interests from other groups for the same date.

(19) If a request is received for a booking on the same date as another pencil booking Christian Family Churches Ltd will contact the "first booking" and give them the opportunity to confirm their booking by the payment of a deposit. If the deposit is not paid within seven days the group seeking the booking will be given the opportunity to confirm their booking by payment of 50% deposit by direct credit to the Christian Family Churches Ltd Bank Account. Account details will be provided at the time of the lessee accepting the formal Hiring agreement.

(20) All arrangements are considered to be tentative until a contract has been fully executed with deposit and returned to Christian Family Churches Ltd.

Two copies of the contract will be mailed to the lessee prior to the event. Both copies must be signed and one copy returned to Christian Family Churches Ltd with the deposit, for the contract to be executed. The lessee can retain the other copy for their files

Booking date(s) and venues needed within the facility will be confirmed upon receipt of the Deposit. A formal agreement covering all aspects of the proposed hire will be prepared and despatched to the hirer for signature and return

(21) FINANCIAL SETTLEMENT

The lessee will be required to pay a \$500.00 booking fee or other agreed amount (non-refundable). 50% of the contracted fee will be payable 4 weeks before the event. The balance of the contracted fee will be due 1 week before the event. After the event any adjustments to the account balance will be calculated and invoiced or refunded as appropriate. Where adjustments are incurred during the event a detailed invoice from the Christian Family Centre Inc will be provided detailing all payments received and amounts due including all adjustments'. Final payment for any adjustments is due within 7 business days after the date of the invoice.

(21) (a) CANCELLATION OF YOUR BOOKING

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If you wish to cancel your event then written notice must be given to Christian Family Churches Ltd as detailed in the Venue Hiring Agreement. Christian Family Churches Ltd will be entitled to recover all monies owing as detailed in the Venue Hiring Agreement. The initial deposit will be retained and any costs incurred in preparing for the specific hire will be invoiced to the hirer.

(22) OVERALL CONDUCT OF THE HIRE

Please make any entrances and exits to the Christian Family Churches Ltd facilities through the reception area in the main foyer via the paved footpaths from the southern car-park. Please keep noise to a minimum in the foyer.

At all times please remember that the Christian Family Churches Ltd and not a theatre or community hall. We are happy for community and school groups to use our excellent facilities. However, groups need to keep in mind that this is our place of worship that we use every day of the week for different ministries and services. We ask that the facilities and those that work within them are treated with respect and care at all times. Christian Family Churches Ltd. As such any sexually overt behaviour will not be tolerated. Should your proposed event include such performances, the booking of our venue will not be approved.

(23) SUPERVISION OF CHILDREN

It is necessary that all children and students (where applicable) are at all times supervised by a responsible adult.

Many people work daily at Christian Family Churches Ltd and there are programs which run weekly and use the facilities other than those that are hired. It is imperative that children are kept quiet and under control at all times so that others in the facilities are not unduly disturbed. It is the responsibility of the lessee to ensure that this appropriate supervision occurs.

Please note that this is particularly important near our reception area. It is very difficult to answer the telephones or talk to clients if there is a lot of noise in the foyer. If children need to assemble in the foyer, we ask that this be done away from the reception area.

The lessee agrees to pay any extra costs for repairs or additional cleaning needed as a result of appropriate supervision not being exercised.

(24) Christian Family Churches Ltd STAFFING FOR AN EVENT

In addition to the technical staff which may required for an event, Christian Family Churches Ltd will provide qualified emergency wardens for all events with an audience, such as a school performance concert or a catered conference.. A fee for this service will be applied. Christian Family Churches Ltd will supply ushers and parking attendants where deemed appropriate by the Hiring Manager The ratio of ushers to attendees will be 1 usher per 100 attendees. The lessee will be charged for this service. For larger events Christian Family Churches Ltd will engage qualified external security personnel. The cost of this security will be charged to the lessee.

(25) EMERGENCY PROCEDURES

All Christian Family Churches Ltd wardens are trained in emergency procedures for the venue. The evacuation procedure will be discussed in the orientation session with the lessee. Christian Family Churches Ltd Senior staff member, qualified as a warden, and on duty during the hire will act as the chief warden and has authority to take total control of the event and facilities in the event of an emergency to ensure an orderly evacuation. If the auditorium PA system is in use at the outset of an emergency, it must be immediately shut down. The emergency. The duty chief warden will direct all emergency operations, including any evacuation through the emergency PA.

(26) EVICTION POLICIES: Christian Family Churches Ltd will from time to time, at its discretion, evict any person whose conduct is deemed inappropriate and potentially threatening or harmful to other patrons, staff or themselves

The following are causes for eviction from the Christian Family Centre Inc:

Possession of bottles, cans, squirts bottles, hip flasks or other containers not permitted in the area (alcoholic or non-alcoholic).

Possession of fireworks, laser pointers, knives (with or without sheath), horns, air horns, whistles, other irregular sound devices, bars, sticks, clubs, sling shots, skateboards, roller skates, live animals (except seeing eye or hearing dogs) or any object which obstructs the vision of adjacent patrons.

Failure to wear shoes, sandals or other protective foot covering. Failure to wear appropriate clothing (e.g. no shirt)

Throwing objects, spitting or dropping liquid / ice on seating areas below in the auditorium.

Public drunkenness or under the influence of prohibited substances.

Possession of prohibited substances.

Fighting or threatening to fight.

Any other condition as designated by the Lessee or Christian Family Centre Inc. management.

(27 PARKING & TRANSPORT FACILITIES Approximately 310 parking spaces are available to the public Buses operate immediately outside the Christian Family Centre. on Frederick Road. Grange and Seaton Railway stations are about 10 minutes walking from the church.

(28) PATRONS WITH MOBILITY RESTRICTIONS. Special seating, car parking and facilities can be arranged for patrons with mobility restrictions. Please contact the hiring manager with any request.

(29) There deemed necessary by Christian Family Churches Ltd an external licensed security company will be engaged by the Christian Family Centre Inc to provide security, both in the car park and inside the venue. The cost involved will be included in our final quotation and invoice.

Agreement

We, the Lessee hereby acknowledge and accept the guidelines listed in this document and agree to ensure all aspects of the guidelines will be adhered to by our organisation for the duration of our event I am the authorised person for:

Lessee organisation

**Signed
Name**

Position in Organisation

Date