Applecross Anglican Church
Diocese of Perth

Applecross Anglican Church Hall Hire Form

Policy & Procedures

Applecross Anglican Church
Church Office, 54 Simpson Street, Ardross, 6153

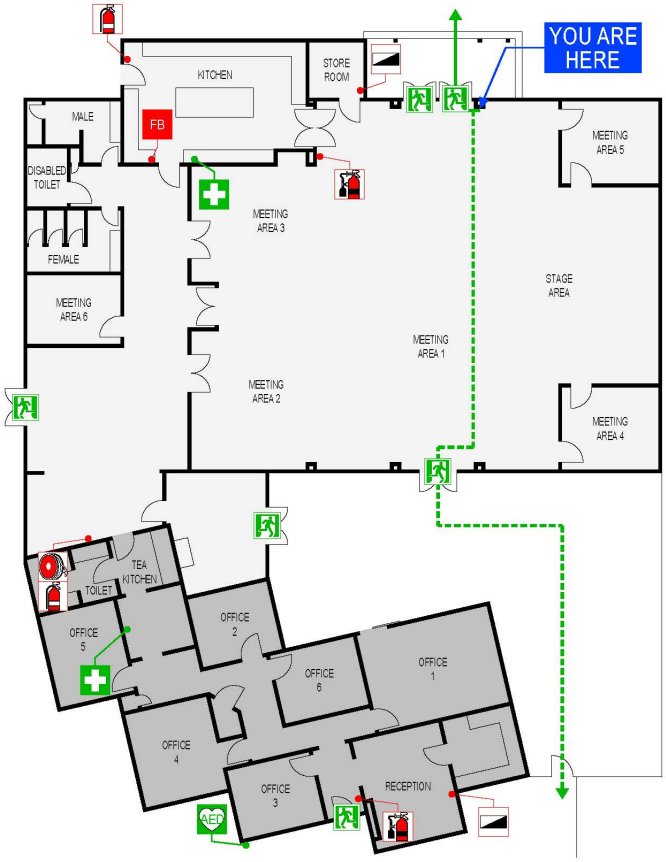
Booking Enquiries
Email: bookings@applecross.perth.anglican.org
Booking Enquiries 0489 996 900

Applecross Anglican Church
Diocese of Perth

Applecross Church – Facilities Plan

EVACUATION DIAGRAM

SAINT DAVID'S ANGLICAN CHURCH
54 SIMPSON STREET, ARDROSS, WA, 6153
NEAREST CROSS STREET: BOMBARD STREET
COMMUNITY HUB - GROUND FLOOR



INTEGRAL FIRE PROTECTION

Date : 25.05.24
Revision : A
Valid Until : 25.05.29

FOR ALL EMERGENCIES DIAL 000

IN THE EVENT OF A FIRE DO NOT USE THE LIFT

STANDARD FIRE ORDERS

ACTIONS TO BE CONSIDERED ON DISCOVERING A FIRE

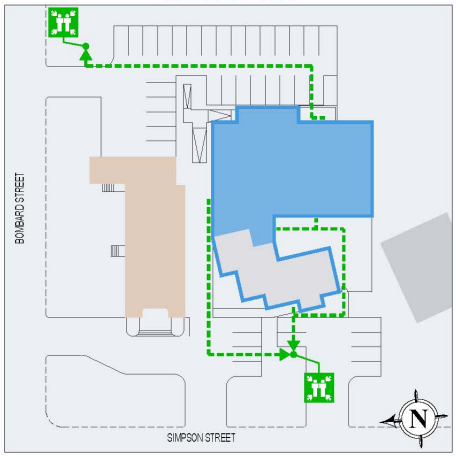
R **"RESCUE"** ANY PERSONS IN IMMEDIATE DANGER ONLY IF SAFE TO DO SO

A RAISE THE **"ALARM"** AND CALL THE FIRE BRIGADE ON '000'

C **"CONTAIN"** THE FIRE BY CLOSING DOORS

E **"EXTINGUISH AND EVACUATE"**
EVACUATE THE BUILDING IMMEDIATELY IF IT IS SAFE & YOU ARE TRAINED TO DO SO, EXTINGUISH THE FIRE USING A FIRE EXTINGUISHER / OTHER FIRE EQUIPMENT.

SITE PLAN



LEGEND

- ABE FIRE EXTINGUISHER
- CO2 FIRE EXTINGUISHER
- FIRE HOSE REEL
- FB — FIRE BLANKET
- ELECTRICAL SWITCHBOARD
- FIRST AID
- AED — AUTOMATIC EXTERNAL DEFIBRILLATOR
- ASSEMBLY AREA
- PRIMARY EXIT PATH
- SECONDARY EXIT PATH

Applecross Anglican Church
Diocese of Perth

HALL HIRE - POLICY AND PROCEDURES

Classification of Users and Hire Charge Rates

The hall/seminar room hire charges are agreed by the Church Council and stipulated for that financial year and are subject to change. Hire charges are divided into Standard (Private/Commercial), Not for Profit/Community (registered charities) and Anglican Church Member/Organisation and differ from weekday prior to 6pm and post 6pm - weekend rates.

The standard rate for the use St David's Church Hall is set annually in advance by the Church Council, Treasurer and Parish Administration Officer. GST is to be added to the total of each charge (including the insurance cost where applicable).

Definitions:

Private use is defined as being hire by a person or an 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 a public liability policy. Examples of such activities are:

A private birthday party, (**excluding 18th/21st**) celebrations, wedding reception; dance practice **not** associated with a dance school or lessons and where no fees are charged; friends who want a venue to read/plays/poetry etc (but **not** rehearsals for a show); knitting groups who like to meet to compare work/ideas; musicians using premises for non-commercial purposes (but not musicians who perform elsewhere); Informal support/self-help groups.

Standard rate is defined as being that rate charged by local councils and other venues for the hire of their facilities.

Casual Hire is defined as being any hire of the premises that is for a one off event only.

Long term Hire is defined as being any hire that is for a continuous period requiring the frequent hire of the premises.

Calculation of Rate

The following table sets out how the calculation of Hall hire is determined from the council rate for each category of hirer:

Classification of User	Rate Category	% of Standard Rate	
		Casual (C) Hire	Long term (LT) Hire
Church Groups covered by the Church Insurance policy	1	Nil	Nil
Private Use – Anglican Church Member	2	75	50
Not for profit Charity (registered charities only)	3	100	75
Personal Use – non-Church Member	4	125	100
Company, Government Body, Incorporated Associations, and Other Groups	4	125	100
Use by external parties where general public is admitted	4	125	100

Bond Rate:
A bond will be charged on hire of St David's hall and St George's Church at the following rate for both casual and long term hire:

	Weekdays ($)	Weekends from 6pm Friday ($)
Hall	350	500
Seminar Room / St George's	200	280

Payment:

- Payment is calculated and payed per school term approx. (10 weeks) for Long term hire.
- **School Holiday usage is to be negotiated and payed for on a separate basis.**
- Payment may be made as either:
  A single payment for the term or
  In three tranches.
- Initial payment must be effected 7 days prior to the date of hire (Casual Hire and Long Term Hire)
- Payment must be paid in full **ONE** week prior to the end of the term.
- Failure to make payment after 30 days will result in the contract (Long Term Hire) being reviewed.

Hire Process
The following process must be followed to secure your booking:

- Complete and return the Booking Form to the Church Office along with your Bond and administrative fee.
  (This can be done in person during Church/Office normal opening hours or by scanning in your completed form and emailing it back to the Church Office on bookings@applecross.perth.anglican.org)
- Scan and email a copy of your Certificate of Currency if you are providing your own public liability insurance.
- You will receive an invoice/statement back via email confirming your booking (please ensure you provide an email address on your booking form).
- Initial payment must be made at least 7 days in advance of the booking date.
- Payment can be made by cash, cheque or direct credit only. The Church bank details for payment by direct credit are:

  Bank: **Anglican Community Fund**
  Account Name: **Anglican Parish of Applecross**
  BSB: **706 001**
  Account No: **30003689**

Return of Bond
Upon satisfactory inspection and the return of any key/ swipe card and/or key code to the Church Office your Bond will be returned either by cheque (please ensure you provide a postal address on the booking form) or by direct credit to your bank account (please provide your bank details on the booking form).

Applecross Anglican Church
Diocese of Perth

St David's Hall Hire Rates

Daytime prior to 6 pm	$ per Hour ex. GST		Weekends and post 6 pm	$ per Hour ex. GST	
	C	LT		C	LT
Hall					
Standard rate = $30 per hour ex GST			**Standard rate = $40 per hour ex GST**		
Category 1	0	0	Category 1	0	0
Category 2	22.50	15	Category 2	30	20
Category 3	30	22.50	Category 3	40	30
Category 4	37.5	30	Category 4	50	40
Seminar Room					
Standard rate = $15 per hour ex GST			**Standard rate = $20 per hour ex GST**		
Category 1	0	0	Category 1	0	0
Category 2	11.50	7.50	Category 2	15	10
Category 3	15	11.50	Category 3	20	15
Category 4	19	15	Category 4	25	20

Please Note— In addition to the hourly rate, bookings incur an **Administrative Fee** ($25+GST non-refundable) and a Bond Fee (refundable) within 10 working days following the inspection of the premises. Please refer to Terms & Conditions and Obligations of the User on page 8.

Facilities available for use by hirer:

The Church Hall:

- Glass doors leading directly to the car park and further glass doors leading out to the outdoor play area for small children.
- A maximum capacity of 230 people.

Includes:

- 100 chairs, 20 trestle tables which can seat 8 people comfortably.
- Fans available for use as well as several power sockets.
- The use of sound systems is permitted, however, smoke machines, foam and bubble machines are not.
- A large extensive kitchen including a fridge, cooker, microwave and wall mounted hot water urn for tea and coffee making. A limited number of crockery, cutlery and glassware is available for use.
- Please make use of the cleaning equipment available on site.

A Seminar Room:

- With whiteboard and chairs.
- Accommodates a maximum of 15 people.

NB: Hire does not include access to the kitchen, hall or outside play-area.

There is a comfortable communal foyer area to the right of the main entrance into the Church Centre.

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St George's Church Hire Rates

Daytime prior to 6 pm	$ per Hour ex. GST		Weekends and post 6 pm	$ per Hour ex. GST	
	C	LT		C	LT
Standard rate = $20 per hour ex GST			**Standard rate = $26 per hour ex GST**		
Category 1	0	0	Category 1	0	0
Category 2	15	10	Category 2	19.50	13
Category 3	20	15	Category 3	26	19.50
Category 4	25	20	Category 4	32.50	26

Please Note— In addition to the hourly rate, bookings incur an **Administrative Fee** ($25+GST non-refundable) and a **Bond Fee** (refundable) within 10 working days following the inspection of the premises. Please refer to Terms & Conditions and Obligations of the User on page 8.

Facilities available for use by hirer:

The Church:

- A maximum capacity of 83 people.

Includes:

- 12 pews available for use.
- 30 chairs, 2 metal card tables & 3 trestle tables
- Ceiling fans available for use as well as several power sockets.
- Reverse Cycle Air conditioning.
- The use of sound systems is permitted, however, smoke machines, foam and bubble machines are not.
- A kitchen including a fridge, microwave and kettle for tea and coffee making. A limited number of crockery, cutlery and glassware is available for use.
- Please make use of the cleaning equipment available on site.
- Parking on and off site.

Applecross Anglican Church
Diocese of Perth

HALL HIRE - MEMORANDUM OF HIRE / USE OF FACILITY

Please complete this form and return it to the Bookings Officer

Facility *(Tick the facility required)*	☐ **Hall** ☐ **St David's Church** ☐ **St George's Church** ☐ **Seminar Room**	
Owner	**The Perth Diocesan Trustees**	
Church Representative	**Bookings Officer**	**Phone: 0489 996 900** **Email: bookings@applecross.perth.anglican.org**

Name of User/Group/Organisation: **ABN** *(if applicable)* **:**		**Bank Details:** *(for return of Bond)* **Account Name:** **BSB:** **Account No:**
Address of User:		
Name of Contact Person:	**Phone No:**	**Email:**
Nature of Use/User: *(select one from each box)*	**Church Group/Individual/Charity/ Commercial/Other**	**Local/Other**
Purpose of Use: *(select one)*	**Personal /Charity (ACNC number)/ Commercial**	**Will General Public be admitted?** ☐ Yes ☐ No
Date (s) of Use:	**From:**	**To:**
Time (s) of Use:	**From:**	**To:**
Fee =Rate x no. of hours of use *(see hall hire rates pages 5 + 6 excl. GST)*		$ 0.00
GST for Hall Hire @ 10%		$ 0.00
Administrative Fee (Inc. GST)		$ 25.00
GST for Administrative Fee @ 10%		$ 2.50
Insurance details: *(where appropriate) ($25 charge to use Church insurance)*	**Policy No:**	**Cover $**
Bond: *(refundable, see Terms & Conditions)*		$ 0.00
Total payable:		$ 27.50

Applecross Anglican Church
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Terms & Conditions and Obligations of the user/hirer:

1. All hire charges for the use of facilities will be received at a time arranged when the booking is accepted including the Bond Fee (refundable) / Administrative fee (non-refundable) which will be reimbursed after 10 working days if the Terms & Conditions and Obligations of the hirer are met. The bond will be forfeited if the licensee/user breaches any of the terms and conditions.
2. Hirers who hire the hall per School Term (Long Term Hire) are required to make the final payment ONE week prior to the end of the term.
3. Whilst every endeavour will be made to accommodate unscheduled Church events (such as but not limited to, funerals) to avoid disruption to the hirer such events will take priority. In the event of this occurring the hirer will be given as much notice as is possible to re-schedule or temporarily cancel their booking for that time.
4. The hirer is responsible for leaving the premises in good order, locking and making secure the premises and leaving the building in a clean and respectable condition, fridges will be emptied and shelves left in their original positions. All doors and windows are to be locked/secured.
5. All rubbish is to be cleared and bins emptied into the council collection bins situated outside the building in the car park. If the user/hirer defaults to leave the premises in a clean and respectable condition then any costs associated with extra cleaning will be charged to the hirer/user.
6. Anything owned by the Church will not be removed from the facility and the use of the facility is only used for the permitted use as specified on page 7.
7. Anything moved around the facility will be lifted **(not dragged)** to protect the flooring**,** and returned to its original position. If any damage to the floors from the moving of furniture occurs, the repair cost or replacement will be charged to the hirer in addition to the bond being forfeited.
8. Smoking is **NOT** permitted in the building, persons wishing to smoke may do so only outside the building.
9. Objects will not be placed in a position where they might fall and/or cause an accident - either within the facility or whilst being stored away in their usual places. Tables and chairs are to be stacked in the designated areas.
10. All breakages and damages sustained must be reported by the hirer to the Parish Administrator. All costs of repairs or replacements will be met by the hirers. Repair costs in addition to the bond, will remain the responsibility of the hall hirer. Sticky tape will not be used on any surface and any Blue-tac used will be removed.
11. No-one will enter parts of the Church property other than that which has been agreed upon.
12. Unless otherwise agreed no Hirer may use or enter any of the storage cupboards in the Hall.
13. There will be **NO** sale of Alcohol without the appropriate liquor licences. Alcohol may not be supplied to **minors.**
14. All lights (including the toilets), heaters, fans, urns or water heaters, and appliances are to be turned off at the conclusion of the function and other switches are not to be tampered with. The oven and other kitchen appliances except the kitchen fridge and water filter machine are to be turned off.
15. Arrangements regarding access and locking of the facility will be made at the time of booking. Any keys/key codes/swipe cards will be returned to the Parish Administrator at the Church Office in the manner and time agreed. Bonds will **not** be returned until the keys/swipe cards are returned.
16. Evening functions will end by 10.30 pm and the facilities will be vacated quietly to respect the rights of adjoining residents. Taxis need to be ordered in time for the departure time of 10.30pm.
17. Nuisance will not be created for neighbours by noise, lights or cars etc. (including parking).
18. Illegal activities will not be undertaken.
19. The prior agreement of the Parish Administrator will be obtained before decorations or exhibits are displayed in the facility.
20. Any cost resulting from having to involve Police or other security personnel will be borne by the hirer.
21. Public Liability Insurance cover for at least **$5 million** will be held by non-personal users, and for at least **$2 million** for personal users (as defined below). Evidence of insurance cover and currency will be produced to the Parish Administrator at the time of booking.
22. A copy of the user's document of constitution will be produced on request by the Parish Administrator for inspection by them or their representative.

Cancellation of bookings:

Hirers are required to give **14 days'** notice of cancellation for one off/casual bookings and **one** School Term notice for on-going/regular bookings. If a hirer cancels an event or an on-going booking without giving the appropriate notice their bond and hire costs/or monthly invoice hire costs payable in advance will be forfeited to the Anglican Church of Applecross. Cancellations may only be effected by notice in writing (including email) unless otherwise directed written notice of the booking cancellation should be provided to the Parish Administration Officer. The Anglican Church of Applecross reserves the right to cancel any one off/casual or on-going/regular bookings in consultation with the hirer.

I/we hereby confirm that:

A. I/we have read and fully understand, accept and agree to abide by the terms and conditions set out above;

B. I/we indemnify the Owner, the Church Wardens, Church Councillors, Parish Administration Officer from and against all actions suits claims and demands of whatsoever nature arising out of or in any way touching or concerning the use of the facility.

(Delete one of the following as appropriate)

C. The hirer/user has arranged its own insurance cover as evidenced by the certificate of currency attached to this document

OR

D. The hirer/user does not have Public liability Insurance and uses the Church's Hirers liability insurance for a fee of $25 per day / $ per year; (insurance excess of $1000 applies).

Signed on Behalf of the Owner:	**Date:**

Signed on Behalf of the Hirer:	**Date:**

For Office Use Only

Ins. Cert of Currency received? ☐ Yes ☐ No	**Policy No:**	**Copy to Diocese?** ☐ Yes ☐ No
Copy to Finance? ☐ Yes ☐ No	**Payment inc. Bond received?** ☐ Yes ☐ No	**Bond Amount:** $ 0.00
Invoice No:	**Invoice Issued?** ☐ Yes ☐ No	**MYOB Receipt No:** CR

Applecross Anglican Church
Diocese of Perth

St David's Anglican Church and Parish Centre
Cnr. Simpson and Bombard Streets, Ardross

St George's Anglican Church
Cnr. Kintail and MacLennan Roads, Applecross

Church Office
54 Simpson Street, Ardross 6153
Telephone 9364 1718 Hall Hire
E: info@applecross.perth.anglican.org

Facilities Hire Enquiries
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