



Welcome to Gracepoint. We are glad that you are considering using our venue.

You will find attached eight pages that you will need to read and complete. Your booking will not be considered accepted until both parties have signed the documentation and your bond has been received.

Please note the following:

1. All prospective Hire Groups will need to make an appointment with the Senior Pastor of the church prior to having booking accepted. This will help to ensure that both Gracepoint and the prospective Hirer are aware of each-other and are supportive of each-others endeavours
2. For all commercial hire groups – a copy of your current Public Liability Insurance cover must be provided before hire application is accepted
3. No activity that will damage the floor surface of the hall will be permitted – this includes Tap dancing / Tap shoes
4. All hirers of any area of Gracepoint will be required to:-
 - a. Ensure all rubbish is in bins provided and any excessive amount of rubbish or food scraps is placed it in the otto bins provided
 - b. All tables and chairs to be returned to correct areas – if using Worship centre, please make sure chairs and tables are set according to seating plan provided
 - c. If using stage area – stage to be clean and left clear of leads etc
 - d. All lights off (including all toilet lights) and windows and doors locked.
 - e. Air-conditioning off (if used).
5. All hirers of the hall will be required to sweep the hall using broom provided at the end of each hire period
6. Invoicing
 - a. One off hire – you will be required to make payment in full plus a refundable bond of \$300 if hire is for a party etc – this payment is due prior to access being granted to venue. An additional refundable bond of \$100 will be charged if using the commercial kitchen appliances.
 - b. Ongoing hire – you will be invoiced on the last day of each month and payment must be received within 7 days. Non payment of invoice by due date may result in your booking and access to the facility being cancelled.
7. Bond of \$300 required for all ongoing hire groups – this includes a \$30 key deposit (if key is lost, this \$30 will not be refunded as part of bond and another \$30 payment will be due for issue of new key again)– bond paid first year of agreement then carries over to following years

8. Fees will be reviewed each November and if changes are made, they will be introduced from January the following year – a new agreement will then need to be signed.
9. Car parking – there are a limited number of parking spots available for your use – but there is NO guarantee of parking availability.
10. On occasions Gracepoint uses the entire building for training, conference events, weddings, or funerals etc. While you will be given as much notice as possible, Gracepoint events have priority and as such Gracepoint is not a commercial venue hire facility. We regret that in the case of a funeral, we may not be able to give you more than 2 days notice of the need to temporarily cancel your booking. We will make every effort to not interrupt your booking but there may be times that it is unavoidable. Should this happen to your group, you will not be charged for the affected booking time
11. Use of kitchen includes basic kitchen facilities.
12. Once you have been issued with a key & alarm code to the Gracepoint facility you are accepting responsibility to ensure that the key remains in your possession (not passed around & alarm code not given to others) and that your area of hire is locked (doors and windows), lights are off, and car-park and external gates are locked (if applicable).
13. No animals are allowed on the premises except for seeing-eye dogs.
14. Permission must be sought prior to food and drink (apart from water) being consumed in the Worship Centre.
15. Single event clause: If you are going to be having alcohol at your event you must have a person present who holds a 'Responsible Service of Alcohol Certificate'.

If you have any questions contact the Office Administrator
By phone on 02 8338 9999 or in person at the Gracepoint office between 9am-3pm Monday to
Thursday.

Property User Agreement – updated February 2021

THIS IS AN EIGHT PAGE DOCUMENT (Incl cover letter) PLEASE ENSURE YOU READ AND COMPLETE ALL SECTIONS AND SIGN. THE DOCUMENT IS COMPLETE ONCE BOTH PARTIES HAVE SIGNED

AGREEMENT made the _____ (day) _____ (month) _____ (year)

BETWEEN Gracepoint Christian Church and

Organisation / Group Name _____

Hirers / Contact Name _____

Mobile _____ Phone _____

Postal Address _____

Email Address _____

Description of Organisation / Group

Purpose of Occupancy / Use (Please be specific eg If dance group list types of dance. List any equipment or instruments that are used in the activity).

Do you hold a minimum of \$10 million dollars in Public Liability cover? YES / NO

Please provide copy of current certificate

If no, How much cover do you have? \$

If you do not have insurance you can purchase a one day event insurance for \$_____ at least one week in advance of event.

Gracepoint reserves the right to only hire rooms for purposes within the ethos of Gracepoint. Any changes to your purpose / use must be notified to Gracepoint at which time the terms and conditions of hire may be revisited.

Please circle SINGLE HIRE OR..MULTIPLE BOOKING OR..ONGOING School Terms OR..ONGOING Year Long

Date (or day)	Room Required	Begin & End Times	Room Rate per hour	Total per week	Approx number of people attending
			\$	\$	

NOTE: Hire time starts when you wish to enter the hire area and ends when you leave the hire area. We leave 30 minutes between room hires. Minimum hire charge is 1 hour.

You are required to have left the room by the end time stated above.

Signed to signify consent by the said User:

NAME: _____ SIGNATURE: _____ DATE _____

Signed by authorised Gracepoint Christian Church Representative:

NAME: _____ SIGNATURE: _____ DATE _____

ROOM HIRE COSTS

	Commercial Hourly Rate (incl GST)	Gracepoint Attendee Family Function Hourly Rate (incl GST)	Community / Not for Profits (incl GST)
Counselling Room NB – No Bond charged for counsellors	20% of session rate – min of \$5 per session - if seeing GP people – no charge if room charge is deducted from GP clients fee		
Worship Centre	\$70	\$50	\$45
The Hive (Hall)	\$55	\$35	\$30
Worship Centre & The Hive (Hall)	\$115	\$65	\$60
Sound System	POA	POA	POA
Projector/Powerpoint	POA	POA	POA

Minimum Rate One hour minimum charge

Commercial A for-profit organisation (where fees are paid for attendance etc)

Community A Not-for-profit organisation providing learning, leisure and/or
community services

Special discounts apply for full day hire (bookings over 6 hours duration)

FACILITY HIRE LICENCE: PART 1 – AGREEMENT

AGREEMENT between on behalf of Gracepoint Christian Church (The Licensor).

AND of (The Licensee).

Date of Agreement:

Area of Hire: ("The Facility")

Period of Licence:

Conditions: It is the responsibility of the Licensee:

1. To pay the Licences fee of \$..... (this amount only applicable if you are needing to obtain Public Liability Insurance), the bond of \$300 and the rental/hire fee of \$..... to the Licensor in exchange for which the Licensee shall be entitled to use of the Facility floor space (as per hire Agreement Form), conveniences, normal Facility furnishings and water heating appliances.
2. To keep the Facility and every part thereof and appurtenances in good substantial repair and condition and to keep the same clean and tidy and pay promptly for any loss or damage thereto.
3. To compensate the Licensor for the cost of repairs or replacement of any damage to the Facility or to the furniture, furnishings, windows or equipment during occupancy.
4. Not to do or permit anything to be done on the said Facility or any part hereof which may be or become the nuisance, annoyance or damage to the Licensor or the owners, tenants or other occupiers of other property in the neighbourhood, or which may prejudice the insurance of premises or any part thereof.
5. To obtain any permits, including Liquor Permits, necessary for the use of the Facility.
6. Not to interfere with, or remove any equipment.
7. To permit the Licensor or its servants and agents at all reasonable times to enter and view the Facility and the arrangements made to keep the Facility in accordance with Clause 2 hereof.
8. To leave the Facility (and annexes) in a clean and tidy condition and to remove all refuse, to wash any facility items used, to store away facility items in cupboards provided.
9. Not to do or permit anything to be done on the Facility which may adversely affect the Licensor's position as licensee of the said Facility or which may be a breach of any covenant contained in the Licence granted to the Licensor.
10. To prepare the floor for dancing if required but to previously obtain the approval for any materials used from the Facility Hire Manager. NOTE – No Tap Dancing or Tap Shoes Permitted.
11. The Licensee shall be liable for any claims arising from any accident, loss, damage or injury sustained by any person or persons in attendance on the premises pursuant to this Agreement and hereby releases the Licensor from any such legal liability save and except where the Licensee can establish that such accident, loss, damage or injury was caused by the negligence of the Licensor.
12. The Licensee shall obtain public risk insurance cover from a reputable insurer (with a minimum of \$10 million) in respect of the use of the Facility* and shall deliver a copy of such public risk insurance cover to the Licensor.

* 'The Facility' includes all buildings and land referred to in and specified by the Agreement.

Furthermore, by signing this agreement the licensee warrants that a Public Liability policy has been effected and the premium has been paid to the Insurance Company or a licensed Insurance Broker. A copy of such policy should be provided to the licensor prior to the commencement of the period of the licence.

AND IT IS HEREBY ACKNOWLEDGED:

1. The Licensor shall designate that part of the Facility Licensed hereunder
2. Termination/alteration of the Contract can be effected by either party giving four weeks notice (not including notice given when premises is needed for matters such as funerals etc)
3. The Licence will be immediately cancelled if any clauses herein are violated.

SIGNED
LICENSOR/GRACEPOINT_____

SIGNED
LICENSEE/HIRER_____

HALL HIRERS LIABILITY FORM: PART 2 – INSURANCE COVER

It is essential that Facility Hirers have their own Liability Insurance to protect themselves in the event of an accident.

However, for **private family functions** at the Church's facilities, this can be covered under the Church's existing Public Liability Policy by completing the details below.

The Public Liability Insurer has accepted that **"Private family functions"** – means birthdays, anniversaries, engagements, weddings and similar private events.

Indemnity Limit : \$20,000,000

Premium : Nil

Policy Number : 13 PLG 0162145

Policy Wording : Available upon request from our office

- Exclusions :
1. Alcohol cover is not available where alcohol is for sale at the functions
 2. Amusements. i.e. entertainers, other than singers and dance bands at a private family function
 3. Occasions held in company names or commercial activities, such as karate lessons, dancing classes, aerobics, bingo or discos, etc.

If Public Liability insurance cover is required for a **"private function"** please answer the following:

Name of Hire.....

Date of Function

Type of Function (Anniversary ,21st Birthday Celebration, wedding Etc) No. of Invited Guests

Signature of Hirer Address

..... Date/...../.....202.....

Telephone

PLEASE NOTE: PLEASE KEEP A COPY OF THIS FORM AS THIS WILL BE NEEDED IN THE EVENT OF A CLAIM.

OFFICE USE ONLY - CHECKLIST - COMMENCEMENT

ITEM		DATE	SIGNED	COMMENTS
Meeting with Senior Pastor Attended	Yes / No			
Venue Hire Approved by Senior Pastor	Yes / No			
Copy of Public Liability Insurance cover provided (Minimum \$10,000,000)	Yes / No			
\$300 Bond Received (N/A for counsellors)	Yes / No			
Key Issued – Key Number –	Yes / No			
Hirer aware of all requirements – eg cleaning, rubbish, suitable use of requested area etc	Yes / No			
Hirer aware of noise restrictions for church neighbours and other hire groups of facility	Yes / No			
Child Safe Standards - Declaration completed	Yes / No			
Private function – insurance cover in place with Baptist Assoc NSW & ACT	Yes / No			

OFFICE USE ONLY - CHECKLIST – FINAL

ITEM	DATE	SIGNED	COMMENTS
Key Returned			
Facility and Appliances Left in Good, Clean and Working Condition			
Balance of Bond Refunded (minus \$10 key charge and amount for any repairs/ replacements)			

APPLICATION FOR HIRE / USE OF KITCHEN APPLIANCES

Appliance	Cost	Date Required	Duration of time Appliance will be used for	Comments
Oven/Cook top	POA			
Dishwasher	POA			
Hot Water Urn	POA			
Coffee Machine	POA			

A separate bond of \$100 will be required in addition to the general bond of \$300.

Appliances are in good working order and as such should be left the same way.

Any breakage or damage that is not due to normal wear and tear on the appliance must be replaced / repaired at the cost of the Hirer.

If any breakage or damage does occur, both your general bond and your bond for this application will be held until appliance is either repaired or replaced.

Once appliance is in working order, your separate bond will be refunded. Your general bond will only be refunded at this stage if you have no on-going hire of the facility separate to the appliance bond.

Signed to signify consent by the said User:

NAME: _____ SIGNATURE: _____

DATE _____

Signed by authorised Gracepoint Christian Church Representative:

NAME: _____ SIGNATURE: _____

DATE _____