

HIRE OF FACILITIES



St Mark's Anglican Church

Effective from 1 January 2023

Cnr Scott & Clarence Sts, Bellerive

Ph: 6245 1243



hope found here
ST MARK'S ANGLICAN CHURCH BELLERIVE

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PERSONAL HIRE AGREEMENT WITH ST MARK'S BELLERIVE

Persons hiring or using buildings & other property of the Parish / Diocesan Entity accept responsibility for the safe custody of the property during the term of the hire or use. They are required to indemnify the Parish/Diocesan Entity for any liability arising from the hire & use of the buildings & / or other property.

I / we hereby confirm that I / we have read & fully understand & accept my / our responsibilities, as summarised in this booklet, in entering into this hiring agreement.

The appropriate Public Liability Insurance has been purchased via the Anglican Halls website <https://anglicanhalls.com.au/> and a copy of the certificate is attached for your records.

Name of Hirer:

Email:

Contact No:

Address:

Date Hire:

Start Time:

Finish Time:

Nature of Hire / use:

Signed:

Personal means:

The hirer is 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

Examples of acceptable activities are:

- *A private birthday party or celebration.*
- *Dance practice **not** associated with a dance school or lessons & no fees are charged.*
- *Friends who want a venue to read plays / poetry etc (but **not** rehearsals for a show)*
- *Musicians using premises for non-commercial purposes (but not musicians who perform elsewhere).*
- *Informal support / self-help or community groups.*

COMMERCIAL HIRE AGREEMENT WITH ST MARK'S BELLERIVE

Hirer Name.....

Address

Facility Hired Hall Supper Room Kitchen

Hiring from / / | am/pm to / / | am/pm

Hiring fee \$

Essential Condition of Hire

If children are involved in this activity, ALL adults involved in running the activity are to have a current Working With Vulnerable People Card, as required by State legislation, and to have been sighted by the Hirer.

Obligations of the Hirer

1. To pay the hiring charges in the manner and time agreed.
2. To leave the facility in a satisfactory and clean condition (including any black/white boards).
3. To remove all rubbish.
4. Not to remove anything owned by the Parish/Diocesan Entity from the facility.
5. To lift (not drag) anything moved within the facility and to return to its original position.
6. Not to use any exhibits or decorations in the facility without the prior agreement of the Parish/Diocesan Entity Representative.
7. To do no damage to the facility, its furniture and furnishings, accessories or environs and to report to the Parish/Diocesan Entity any loss of damage to property and to pay for its repair or replacement.
8. Not to permit smoking within the facility.
9. To switch off all lights, fans, heaters/air conditioners and other electrical equipment before vacating the facility.
10. To secure windows and doors on vacating the facility.
11. To return any keys to the Parish/Diocesan Entity in the manner agreed.
12. To effect and keep in force public liability insurance cover with an Insurer acceptable to the Owner at the Hirer's expense for an amount not less than \$10,000,000 which shall include the following extensions:
 - Liability for loss of or damage to property of the Owner
 - Indemnity for claims made against the Owner arising out of the negligence of the Hirer, and,
 - To produce to the Parish/Diocesan Entity Representative evidence thereof in the form of a current Public Liability Certificate of Currency.
13. Evening functions are to conclude by the agreed time and no later than 12:00 midnight and the premises vacated by 1:00 am.
14. During the period of hire, to create no nuisance either by way of noise or otherwise so as to inconvenience adjoining owners or occupiers.
15. Not to carry out in or about the facility any illegal activity.

Acknowledgement by Hirer

1. The Hirer acknowledges that the facility is in such a condition at the date of commencement of the hiring as to render it completely suitable for the purpose for which the Hirer intends to use it.

Indemnity

1. The Hirer hereby indemnifies the Owner and the wardens and parish councillors of the Parish/Diocesan Entity from and against all actions, suits claims and demands of whatsoever nature arising out of or in any way concerning the hiring of the facility.

Signed on behalf of the Owner..... Date / /

Signed on behalf of the Hirer Date / /

STANDING HIRE OF FACILITY AGREEMENT WITH ST MARK'S BELLERIVE – COMMERCIAL PURPOSES

- The Hirer agrees to all conditions for the Hire of St Mark's facilities contained within this booklet.
- The Owner may terminate the Hire Agreement with 7 days' notice if the conditions of hire are not met.
- The Hirer indemnifies the Owner and Church Wardens, Operations Manager and Parish Council of the Parish of Bellerive from and against all actions, suits, claims and demands, of whatsoever nature arising out of or in any way concerning the hiring of the facility.
- The Hirer has also read and understood the Emergency Evacuation Procedures, in case of a fire, and agrees to take responsibility for their group when using St Mark's facilities.

Name of Hirer:

Organisation or Group:

Address:

Contact Number:

Email Address:

Purpose of Hire:

Commencement Date of Hire:

End Date of Hire:

Details of Hire

Day	Times (excl allowable set up time etc)	Facilities Required (hall, supper room / kitchen)	Total hours	Fees (\$)

Key no _____ issued. Signed on behalf of St Mark's Bellerive

Please also complete a Commercial Hire Agreement found on pages 4 and 5.

Name:

Signature:

Date:

AVAILABLE FACILITIES FOR HIRE

- Hall (carpeted) measuring 9m x 5m plus stage and two toilets.
- Air-conditioned meeting room (called Supper Room) with adjoining kitchen and fully fenced outdoor children's playground.
- Fully equipped kitchen (very limited fridge availability).
- Trestle tables and chairs are available upon request.

BOOKINGS & CONTACT DETAILS

Please contact the church office on (03) 6245 1243 or email info@stmarksbellerive.org.au to check availability of facilities.

- For a one off private hire such as a child's birthday, please complete the Personal Hire Agreement on page 3.
- For a one off commercial hire, please complete the Commercial Hire Agreement on page 4 and 5 and provide a copy of your current Public Liability Insurance.
- To make a regular booking, please complete the Commercial Hire Agreement and Standing Hire form on page 6.

NB: commercial hire activity that involves children requires instructors/leaders to have a current Working With Vulnerable People Card. Please provide copies with your booking forms.

Upon receipt of the above documentation an invoice will be issued which will be due and payable prior to the event.

Should a serious incident occur to a person or building during your hire, please contact the Operations Manager on 0433 103754.

HIRE SUITABILITY

There is no smoking allowed inside premises. There is a designated smoking area located outside the church foyer opposite the Scripture Union car port.

Our St Mark's facilities are best suited to for:

- A private children's birthday party or celebration.
- Dancing, singing, exercise classes etc.
- Support / welfare / interest or community groups.

We cannot accommodate:

- Consumption of alcohol (although it may be accommodated in certain circumstances upon request).
- Gym or exercise equipment in excess of 5kg.
- Activities that could damage heaters, windows or carpet.
- Noise levels that may disrupt the neighbourhood or activities that may be a nuisance to the community.
- Bookings on a Sunday.
- Animals on the property.

From time to time the church may require the hall / supper room for special events. Should this be the case, we will strive to provide 4 weeks' notice. Alternative days and times may be available – please chat with the Operations Manager about availability.

FEES & PAYMENT

To guarantee your booking, payment must be made in full by the due date, with an initial \$50 deposit to secure the booking.

An invoice will be issued to you via email. Payment is to be by EFT - please ensure the invoice number and your surname are noted in the reference section on your payment.

Cancellation of a regular booking may be charged at 50% of the usual rate, depending on circumstances.

A \$30 refundable key bond is payable for all regular hire groups.

Area	Fee (incl GST)
STANDING (REGULAR) BOOKINGS	
Hall – hourly rate	\$22 per hour
Supper Room – hourly rate	\$22 per hour
Hall and Supper Room – hourly rate for regular bookings	\$27.50 per hour
EVENT / PARTY HIRE	
Hall – 3 hour booking + additional half hour pack up/clean time	\$100
Hall and Supper Room – 3 hour booking + additional half hour pack up / clean time	\$125
ADDITINOAL FEES	
Additional party hire time: Hall	\$20 per hour
Hall and Supper Room	\$25 per hour
Insurance (paid for online when booking)	\$60
Key Bond (regular bookings)	\$30
Duplicate key	\$30
Lost or unreturned key fee	\$30
Rubbish removal	\$35
Insurance Excess for damage (or repair costs if less than excess)	\$500

CLEANING RESPONSIBILITIES

We believe in good faith that hirers will leave our facility in the same clean and tidy state it was found in. To help you do this, a vacuum cleaner is located on the landing in the Supper Room and outside the hall toilets. Other cleaning products are located in the kitchen or Ladies toilet for those hiring the hall only.

Toilets will have 1 +1 spare roll of loo paper available. We recommend bringing additional if you are expecting a big group.

Should requirements around Covid (or other) restrictions re-emerge, we will notify you as soon possible, via email. This could include a reduction in visitor capacity and other requirements as experienced during pandemic times.

If the carpet is badly soiled during your event we are happy for you to return at another time to clean or organize for a professional cleaner at your own expense.

Responsible Officer

Every group must have a designated Responsible Officer, who will oversee emergency situations and ensure that Public Health standards current at the time of hire are met.

Instructions and information for Responsible Officers

The St Mark's Operations Manager will meet with the Responsible Officer (or their delegate) prior to hiring facilities to show the facilities, issued a key and walk through clean up and closing requirements.

Responsible Officers will be reminded that any visitors who have any symptoms (cough, fever, sore throat, shortness of breath, fatigue) are not to enter the premises and should go home. No person is allowed to enter the premises if they have been instructed to stay in isolation or quarantine.

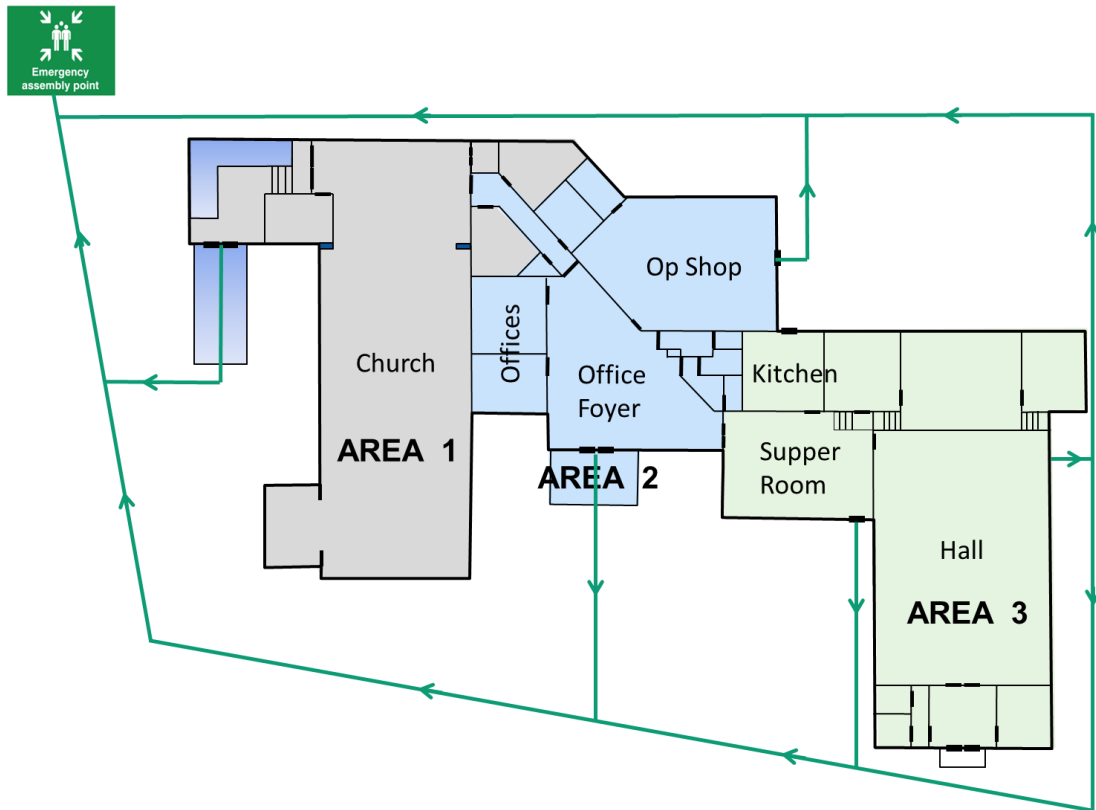
DAMAGE TO PREMISE

We understand that from time to time accidental damage to premises or fittings may occur. General wear and tear may also happen when fixing decorations to walls etc. Should accidental damage occur, please advise the Operations Manager as soon as practical after the conclusion of your hire. For serious damage that may pose a risk to the public, such as broken windows or play equipment, please contact the Operations Manager on 0433 103754.

Damage that is considered malicious or careless may incur a \$500 insurance excess fee.

FIRE EVACUATION PLAN

GENERAL EMERGENCY EVACUATION PROCEDURES FOR HALL, KITCHEN & SUPPER ROOM



This Emergency Evacuation Plan is for use by those people or organisations using the Hall,



Supper Room and Kitchen area only.

Building Components: Hall, Kitchen and Supper Room

Chief Warden: Nominated Person from Church Group or Hall Hiree

Identification: White Tabard

The Chief Warden must be fully aware of their Roles and Responsibilities within the Evacuation Plan.

The Chief Warden shall brief all wardens on their Roles and Responsibilities.

The Chief Warden shall familiarise themselves with:

- The layout of the building/s and the location of all emergency exits' (Ref Appendix 1).
- The location of their closest exit and assembly area.
- Method of raising the alarm by blowing whistle (next to Floor Plan and Tabards) or verbally.
- The Assembly Area upon evacuation at the Front of 'old Rectory'.

Actions

Note: The following instructions are attached to a clip board next to the Floor Plan and Tabard located at double door Fire Exit next to the RHS of the stage.

On becoming aware of an emergency, the Chief Warden shall take the following actions:

- Ascertain the nature of the emergency and determine appropriate action.
- Alert others and raise the alarm by blow whistle or verbally.
- Ensure that the appropriate emergency service has been notified (dial 000)
- Ensure that the Area Wardens are advised of the situation.
- If necessary, initiate evacuation and control entry to the complex.
- Ensure all doors and windows are closed as you go but only if safe to do so.
- Ensure that the complex has been completely evacuated.
- Meet and liaise with the emergency service upon arrival at Assembly Point.
- Ensure that no person re-enters the building until the all clear has been given by the Fire Officer.

Deputy Chief Warden: Nominated Person from Church Group or Hall Hiree

Identification: White Tabard

Actions

Assume the responsibilities normally carried out by the Chief Warden, if the Chief Warden is unavailable. Otherwise, assist the Chief Warden as required.

Area Warden: Nominated Person from Church Group or Hall Hiree

Identification: Yellow Tabard

Area of Responsibility: Kitchen / Supper Room (if not locked off from Hall), storage room at top of stairs in supper room, Hall, Stage meeting room, Hall toilets, storage room in Hall entry Foyer.

Note: The following instructions are attached to a clip board next to the Floor Plan and Tabard located at double door Fire Exit next to the stage. (See Appendix 2, Area 3).

Alert others and raise the alarm by blow whistle or verbally and notify the Chief Warden.

- Implement the evacuation plan for this area.
- Ensure nominated persons are located at, and ensure evacuation from, the fire exit double door at the RHS of the Hall stage, the front door of the Hall, the Supper Room fire exit.
- These persons are to ensure there is no re-entry to the building until area is pronounced safe by emergency services.

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- Ensure an orderly flow of persons from this area through the marked exits in the Hall and the Supper Room.
 - Ensure persons with a disability are assisted.
 - Check to ensure that all persons have been evacuated from this area.
 - If safe to do so, check all rooms for occupancy and to ensure that doors are properly closed upon evacuation.
 - Co-opt persons (as required), to act as group leaders to assist with evacuation to Assembly Point - in front of 'old Rectory'.
 - Confirm all activities are complete and advise Chief Warden.

HEATING

The heaters in the hall are activated by a switch on the RHS of the stage, beside the glass doors to the meeting room. They turn off automatically after one hour and can be reactivated as needed. Individual heaters can be turned off by the switch located under each heater, otherwise can be left turned on.

An air conditioner is located in the Supper Room. This is operated by a remote control located to the left of the notice board. Please ensure the air conditioner is turned off at the conclusion of the hire. This can be used for heating and cooling.

INSURANCE

All regular hirers using church facilities for commercial purposes are to complete a Hire agreement (Page 4) and provide a copy of their current Public Indemnity Insurance on an annual basis.

Private hirers are covered by the Anglican Diocese Public Liability Insurance and are to fill in the Hire Agreement (Page 3) and pay the applicable fee.

Hire fees are to start from the commencement of the commercial activity, that is, when your clients arrive on the premises. For insurance purposes, the 30-minute 'grace' period for set up and pack down cannot be used to provide longer classes.

KEYS AND ACCESS

Keys can be collected from the St Mark's office between 9am and 2pm Monday to Friday, or by arrangement. At the conclusion of your activity, please drop the key/s in one of the black dropboxes located in the hall or supper room and pull the door shut behind you when leaving.

Please ensure all lights, heating and electrical equipment are turned off prior to leaving.

Groups hiring facilities for a one-off activity are allotted an additional half hour for cleaning / pack up. Regular groups are allotted 15 minutes prior and after booking times to accommodate guest early arrivals and departures. Use beyond these time limits will be charged at the usual hourly rate.

A refundable \$30 key deposit is required for each key issued for repeat activities. An additional fee will apply for duplicate keys or lost keys.

Should the doors to the office area/foyer inadvertently be left unlocked, please avoid using this area as it is monitored by an alarm and security camera.

KITCHEN & COOKING FACILITIES

The kitchen has an induction cook top and electric oven, microwave, commercial griller and small fridge. An urn, insta-hot water station and kettle are available – these live on the kitchen bench.

Crockery, plastic-ware for children, cutlery, pots and trays are available in the cupboards.

All kitchenware (not plastics) should be put through the dishwasher and packed away once clean. Each load takes around 12 minutes. Dishwasher tables are located under the sink along with other cleaning products.

Please bring your own tea towels and dish cloths.

The dishwasher cycle is pre-set so should be ready to go. The dial should be set at the 1 o'clock position as indicated in the picture.

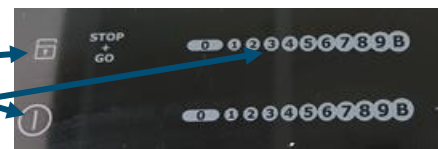


To start the dishwasher, press the green button. At the end of the cycle, the dishwasher will beep multiple times.

CAUTION: The dishwasher water temperature can reach 75°, please use care when first opening as hot steam will escape. Dishwasher contents will also be very hot and may need to be left for a few minutes in order to be safely handled.

To turn on the hotplates

1. Turn on master switch on at wall, beside grill.
2. Press the on button.
3. Hold finger on the lock button until a red light appears above the hotplate regulators.
4. Press hotplate regulator to desired heat setting.



PARKING

There is ample parking available in the church grounds although often our parking facilities are used by the public. As such, we are not able to guarantee parking outside the hall and playground will always be available. Should this be the case, you are welcome to use alternative parking on another part of the church property, or street parking.

Should a game be scheduled at the Blundstone Arena concurrently with your booking, please note that Scott Street may be closed off, and the church car park can fill up quickly. Should you require a number of car parks to be reserved, please notify the Operations

Manager and we can section off with bollards or chain off entry. The key issued to you will unlock the padlock should the car park be chained off. The chain can then be left unlocked.

Please note that it is the responsibility of the hirer to ascertain if a game at Blundstone Arena clashes with facility bookings.

PLAYGROUND

The St Mark's playground is available for our community to use which includes those who hire our facilities.

RUBBISH

As our bins are fully utilised for church activities, there's not much room to spare. We appreciate you taking your rubbish away for disposal. Garbage bags are located under the kitchen sink.

SECURITY CAMERAS

St Mark's has 6 security cameras, 2 inside and 4 outside, footage is retained for 14 days and will only be accessed to assist police should a criminal offence occur. Should you wish to see our Security Camera Policy please contact the office.

STORAGE

Storage opportunities for regular hirers are limited, however there may some space under the stage for small sporting equipment and the like. Equipment stored will be at your own risk and should be clearly labelled. Please liaise with the Operations Manager prior to storing items.

WORKING WITH VULNERABLE PEOPLE

It is a Tas Government requirement that any activity provided by a club or association etc which provides instruction to children requires instructors to have a Working With Vulnerable People Card. A child is someone who is 17 years or younger. Should your activity fall into this category, a copy of instructors WWVP cards are to be provided to us. For more information on this, please visit <https://www.cbos.tas.gov.au/topics/licensing-and-registration/work-with-vulnerable-people/do-i-need-to-register>