



FACILITY HIRE AGREEMENT

Congregation Name: _____

Address of Facility: _____

Purpose of Facility Hire: _____

Approx. number of attendees: _____

Hiring Occurrence:

Single Use ☐ Weekly ☐ Fortnightly ☐ Monthly ☐ Other ☐

Normal Hours of Use: From Day/Date: _____ am/pm

To Day/Date: _____ am/pm

Commencement Date: _____ Expiry Date: _____

Details of Hirer:

Name of Group/Organisation: _____

Contact Person: _____

Contact Phone: _____ Contact Email: _____

The Hirer agrees to the following:

1. To pay the hire fee of \$ _____ and bond of \$ _____ for which the hirer shall be entitled to the use of the Facility, conveniences, normal Facility furnishings and equipment. Upon finalisation of this agreement, any bond paid shall be returned to the Hirer, providing that the Facility and all terms and conditions of this agreement have been met.
2. To only use the facility for the purpose/activity listed above which has been approved by the Congregation.
3. To keep the Facility and all equipment in good repair and condition and to keep the same clean, tidy and sanitised and pay promptly for any loss or damages.
4. To compensate the Facility for the cost of repairs or replacement of any damages to the Facility or its equipment incurred during the hire period.
5. No to do or permit anything to be done on the Facility grounds which may be a nuisance, annoyance, cause damage or which may prejudice the insurance of the premises or any part.
6. To obtain any necessary permits for activities carried out in the Facility.
7. Not to interfere with or remove any Facility equipment.

8. To leave the Facility in a clean and tidy condition, to sanitise any frequently touched surfaces, to remove all rubbish, wash any items used and store away in cupboards provided. A cleaning charge will apply if the Facility is not left in the clean and tidy condition it was in on arrival.
9. To keep a list of all attendees and their contact details from each event held at the Facility during the hire period and to provide this information to the Congregation if requested.

-
- ☐ The above purpose of hiring the Facility is an approved event of the Congregation, and is therefore covered by the LCA's Public Liability Insurance.
 - ☐ The above purpose of hiring the Facility is NOT an approved event of the Congregation. A copy of the Hirer's Public Liability Insurance Certificate of Currency has been provided.

Signed on behalf of the Congregation:

Name: _____

Address: _____

Signature: _____

Date: _____ Contact Phone Number: _____

Signed on behalf of the Hirer:

Name: _____

Address: _____

Signature: _____

Date: _____ Contact Phone Number: _____

In the event of an incident please do not admit liability but immediately refer to the Congregation for reporting to their Insurer.