



APPLICATION FOR USE OF FACILITIES

PART A

Name(s) of Applicant(s): _____

Name of Organisation: _____

Address: _____

State: _____

Postcode: _____

Phone (H): _____

Phone (M): _____

PART B

I/We hereby apply for the rental of: (tick appropriate box)

324 Belmont Ave, Cloverdale

Main Auditorium (Seats 120)

Rates: \$99.00 per hour

\$500.00 per day (9.30 am to 5.30 pm)

Audio visual equipment with an operator are included in the rental of Main Auditorium. If audio visual equipment not needed, then the rate is \$66.00 per hour, (\$350 per day) including GST

Smaller Auditorium (Seats 80)

Rates: \$33.00 per hour

\$250.00 per day (9.30 am to 5.30am)

No audio visual equipment will be provided in the Smaller Auditorium or Seminar Room 1, although there is a screen on the front wall of the Smaller Auditorium

Seminar Room 1 (Seats 25)

Rates: \$22.00 per hour

6/41 Belmont Ave, Belmont

Main Auditorium (Seats 80)

Rates: \$66.00 per hour

\$350.00 per day (9.30 am to 5.30 pm)

Audio visual equipment with an operator are included in the rental of Main Auditorium. If audio visual equipment not needed, then the rate is \$33.00 per hour, including GST

Perth Alliance Church (South) reserves the right to negotiate rates other than those specified. Rates are subject to change unless already contracted. Rates quoted are inclusive of GST.

Date of rental: _____(dd/mm/yy) This is a regular booking: Yes No

Time: _____ : _____ am/pm to _____ : _____ am/pm

Purpose of use of facilities: _____

No. seats required: _____ No. tables required: _____

Please Note: The Main Auditorium at 324 Belmont Ave or 6/41 Belmont Ave, is only available for hire during Church Office hours, i.e. 9.30 am to 5.30 pm, Tuesday to Saturday, except public holidays.



AUDIO VISUAL REQUIREMENTS

In order for us to meet your Audio Visual needs, please indicate your specific requirements below. Please note that Perth Alliance Church (South) (PACS) does not provide any musical instrument as part of this application. Musical instruments can be rented from PACS for an additional cost. Please indicate below if you wish to rent any in house musical instruments. A separate written quotation will be provided to you regarding the musical instrument rental (i.e. keyboard, drums).

Instruments/ Microphones

Will you need to use any instruments belonging to PACS?

Yes No

If so, please indicate: Keyboard Drums

Will you be bringing your own instruments? Yes No

If so, please list instruments: _____

NB: Our sound technician will determine your best setup.

Will you require music stands? Yes Quantity: _____ No

Will you require microphones? Yes No

If yes:

Wired microphones Quantity: _____

Microphone stands Quantity: _____

Pre-Event Run-Through:

Agreed date (if required): _____ (dd/mm/yy)

Agreed time: _____ am/pm to _____ am/pm

What time is PACS's Sound Technician required on the day of the event? _____ am/pm



PART C

TERMS AND CONDITIONS FOR USE OF FACILITIES

Perth Alliance Church (South) (hereafter referred to as “the Church”) agrees that the Applicant named in PART A of the Application (hereafter referred to as “the Applicant”) may use, for the period and at the time stated in PART B of the Application, that part of the property known as **324 Belmont Avenue, Cloverdale or 6/41 Belmont Avenue** specified in PART B of the Application (hereafter referred to as “the property”) subject to the following terms and conditions:

1. The Applicant acknowledges and agrees that the Applicant is over the age of 18 years and is legally competent to enter into this agreement and to be bound by this agreement or to bind the organisation that the Applicant’s signatory hereto represents.

The Applicant acknowledges and agrees that he/she/it shall be liable for any and all damage to person or property which is sustained upon or to the property or any persons using the property pursuant to this agreement.

2. **PUBLIC LIABILITY INSURANCE:** The Applicant is legally liable for injury or property damage arising from the Applicant’s usage of the property. Any injury or property damage caused by or arising from the Applicant’s usage or occupation of the property is the responsibility of the Applicant.

The Applicant shall as a condition of this agreement provide to the Church evidence, in writing, of a current public liability insurance policy, with a limit of indemnity of not less than \$20 million (\$20,000,000).

3. **WORKERS COMPENSATION INSURANCE:** The Applicant has as a condition of this agreement provided the Church evidence, in writing, of current workers compensation insurance coverage with a licensed insurer under the Workers Compensation Act 1987 in respect of any employees of the Applicant who are employed in connection with the use of the property and equipment (if applicable).

4. **INDEMNITY:** The Applicant shall indemnify and hereby indemnifies the Church against all actions, suits, claims, demands, proceedings, losses, damages, compensation, costs (including solicitor and client costs), charges and any expense whatsoever in respect of any personal injury caused or contributed to by the negligent act or omissions, breaches of contract or breaches of statutory duty of the Applicant, its servants, members, invitees or agents for damage to equipment or any other property of the Church or any other person or corporate body arising out of, or incidental to, the use of the property or facilities thereon by the Applicant and caused by the Applicant, its servants, members, invitees or agents.

The Applicant shall also indemnify and keep indemnified the Church from and against all loss of or damage to the property, real or personal including (but not limited to) the Church premises and including any fixtures, furnishings or goods of the Church herein caused by or arising out of the acts, neglects or defaults of the Applicant, its agents or contractors or which without any negligence or default would not have been sustained but for the agreement hereby granted.

5. **NO ALCOHOL** is to be consumed on the property unless express permission is given.

6. **NO SMOKING** is permitted within the property.

7. **NO CONSUMPTION OF FOOD OR DRINKS** in the auditoriums and seminar rooms shall be allowed unless express permission is given.

8. **SOUND BOOTH:** Only authorised and duty personnel may access this area.

9. **RETURN OF KEYS:** Keys are to be returned to the church office by **11.00 am** on the next working day, following the day of use of the facilities. Duplication of keys is strictly forbidden. All lights and air-conditioning must be turned off when not in use.

10. **PAYMENTS:** All payments are to be made to Perth Alliance Church (South). GST is included in the quoted rates. A deposit payment of 25% must be made to confirm any bookings. Balance payment must be made no later than 14 days before the event.

11. **REFUSAL:** The Church, in its absolute discretion, reserves the right to refuse the use of any facilities of the Church without providing any reason for such refusal.



12. **CANCELLATION:** The Church reserves the right to cancel any bookings. Cancellations will only be made in the event of extreme necessity. Notice of cancellation will be given at the earliest possible date and any money paid will be fully refunded.
13. **MULTIPLE APPLICATIONS:** In the event of two or more applications being received for the use of any Church facilities at any one time and date, the Church, in its absolute discretion, will determine to which applicant the use of facilities shall be granted, if any.
14. **DEPOSIT AND BOND:** A deposit of 25% of the charges shall be paid prior to confirmation of the booking. It is the responsibility of the Applicant to ensure that the deposit is paid when the Application for Use of Facilities Form is returned to the Church. A refundable liability Bond (\$500 or 4x \$(hire fee), whichever is less) shall be paid to the church upon confirmation of the event. The bond will be returned to the Applicant after a positive inspection of the venue has been carried out by an approved staff member of the church.
15. **REFUNDS:** Should a function be cancelled by the Applicant, any deposit paid will be refunded to the Applicant in full provided notice of the cancellation is received 14 days in advance of the booking date. If cancellation is received later than 14 days, any deposit paid, at the absolute discretion of the Church, may be forfeited to the Church.
16. **DECORATIONS:** Permission from the Church must be given before any decorations, either internally or externally, are erected, or before any plant, furniture or fittings (e.g. projector) are removed. The driving of nails and screws or other such items, into any part of the building or fixtures and fittings, is strictly forbidden. All decorations must be removed at the expiration of the period of use.
17. **AUTHORISED ENTRY:** Any authorised representative of the Church shall, at any time, be permitted free and uninhibited access and entry to the Property, for the upholding of the *Terms and Conditions for Use of Facilities* or for Church matters.
18. **BREAKDOWNS:** In the event of a breakdown in services, utilities or equipment, no responsibility will be accepted by the Church, but every care and precaution will be taken in this regard.
19. **CLEANING AND DAMAGE:** The Property shall be left in a clean and tidy condition after use. Carpets and toilets have to be kept clean at all times. All equipment and furniture used must be returned to the original locations or staff time will be charged to rectify the situation. All rubbish on the Property must be removed and disposed of in the Council bins provided. All rubbish in excess of one full Council bin shall be removed from the site at the expense of the Applicant. Failure to observe this may result in the Applicant being charged for additional cleaning (\$500.00). The Applicant shall be required to make good any damage to the facilities (including furniture and equipment), however caused during the period of use.
20. **SECURITY:** All doors and windows must be fully secured when vacating the Property.
21. **GENERAL:**
 - a. The Applicant is to familiarise themselves with the location of First Aid Kits, Emergency Exits, Fire Extinguishers and Emergency Phone Numbers.
 - b. The Applicant must familiarise themselves with the security procedure to be followed at the site.
 - c. The Applicant must be aware of our commitment to Occupational Health & Safety and follow those guidelines.
 - d. All equipment, resources and facilities are to be used in an appropriate manner. Any costs sustained by the Church as a result of the misuse of the above will be passed on to the Applicant.
 - e. The Applicant must let the Church know of any damage or problems experienced during their tenure.
 - f. Applicants are to use only those areas negotiated at the time of booking.
 - g. The period of hire extends only to those times nominated in Part B above.
 - h. Applicants are to be mindful of the impact of their activity on others using the premises and respect their space.
 - i. When leaving the premises please ensure that lights, air conditioners and other appliances are turned off.
 - j. Payment is due in advance of usage. Regular Applicants will be invoiced on a monthly basis or as otherwise arranged, casual Applicants will be given a tax invoice on the day if possible.
 - k. Applicants must not to sub-let any space.



PART D SIGNATURE TO AGREEMENT BY AUTHORISED PERSON

I hereby acknowledge that I have read and understood the *Terms and Conditions for Use of Facilities* in Part C and agree to comply with all the requirements therein.

Attached please find documentation of Public Liability and Workers Compensation Cover.

Name: _____ Date: _____

Signature: _____

Name: _____

Organisation: _____

Position in Organisation: _____

Signature: _____

Date: _____

On receipt of your signed agreement and all required paperwork, the Church will sign and return a copy of this form to you.

PART E ACCEPTANCE OF APPLICATION

Perth Alliance Church accepts your application to hire the facilities described and grants approval subject to compliance with all the terms and conditions described in Part C.

Name of Authorised Signatory: _____

Position: _____

Signature: _____

Date: _____

OFFICE USE ONLY

Approved: Yes No

Approver: _____
Name Signature Date (dd/mm/yyyy)

Payment: Deposit paid Receipt issued **OR** Amount paid: \$ _____ Amount due: \$ _____
 Full fees paid Receipt issued
