



Venue Hire Terms & Conditions

GENERAL

Use of our facilities must align with the values and ethos of CKCC and the United Church in Australia.

PROCESS AND PAYMENT

A license agreement and current Public Liability insurance of at least \$10 million must be submitted to the Church before commencement of hire. Hirers are responsible for providing a copy of an updated insurance certificate on expiry of the current certificate.

Rates quoted are exclusive of GST.

A \$100 swipe key bond will be required for all regular, as well as "outside office hours" casual hirers.

The bond will be refunded at the end of the hire agreement providing all terms and conditions have been met.

Payment of invoices must be made within 14 days of receipt of invoice. All outstanding payments must be received before a booking extension or a new booking can be confirmed.

Booking hours requested include set up and tidy up time.

Booking is only for the room/s listed on the Agreement – If you need alternative or additional space, this must be arranged in advance with the office administrator (contact details below).

The room hirer is responsible for reimbursing any damage to building or equipment.

PERMANENT CANCELLATIONS

When you book a room and the Agreement is signed, we remove it from availability to others for the booked time specified in your signed Agreement with us. If you wish to cancel the agreed booking, it must be done at least one month in advance to enable us to attempt to secure an alternative hirer. You will be invoiced for the cancelled period of the agreement until an alternative hirer is found.

TEMPORARY CANCELLATIONS

If a short-term cancellation is requested, e.g. to go on holidays, and you wish to resume the hire on your return following process and charges apply,

Bookings cancelled under 7 days will incur a full hire fee, while bookings cancelled outside of 7 days will incur a 20% of the total hire fee for the cancellation days as cancellation fee.

If the hirer wants to rebook a different day (based on availability) normal hire fees will be charged in addition to the cancellation fee.

ADJUSTMENTS TO BOOKINGS

Room use will be invoiced monthly by our bookkeeper according to the rooms approved and dates and times specified in the Agreement.

Changes outside of the Agreement (e.g., changes of times/hours/spaces) – must be notified via the **CHANGE REQUEST** form available from the office administrator and negotiated and approved in advance.

Please note: from 1 January 2023, alterations to bookings will incur an administrative fee of \$30 each time to cover administrative time taken to change the booking and invoicing.

No alteration to building, furniture arrangements or furniture may be made without prior arrangement with the CKCC administration officer.





ADJUSTMENTS TO BOOKINGS (CONT.)

On occasions, a hired room may be required by the church for a major event (eg funeral). The hirer will be notified in advance of any such event, with a change of room offered on the day. Only in extreme circumstances would any booking be cancelled.

SECURITY

Hirer must turn off lights, air-conditioning, shut windows and pack away furniture. Turn off communal area lights if last to leave and make certain all exterior doors are shut securely.

If any damage to building or property occurs during your booking (or if you arrive and discover damage) it is essential that you make detailed notes and/or take photos. Email them to the Church Office on office@ckcc.org.au.

If you discover that building security has been breached, please contact the Property Officer on the After Hours Emergency Phone Number immediately.

Alcohol, illicit substances and smoking are not permitted on CKCC premises.

Some bookings, in order to be accepted, may require that a church duty manager be in attendance, at the hirer's cost.

HEALTH AND SAFETY

Compliance with health and safety legislation within a group's operation is the responsibility of the hirer - risks should be reported to the office.

Please familiarise yourself with CKCC Emergency procedures as outlined in the Emergency Procedure document.

Children and young people must be supervised at all times.

OTHER

Outside signage may be displayed while group is meeting, but it must then be removed until the next session.

All equipment is to be stored off-site unless prior written agreement has been arranged.

Premises are to be left clean and tidy and rubbish removed from site.

Respect other users of the building

Please consider noise levels, particularly if other groups are using rooms.

When rooms are hired outside of our business hours, we trust users to be responsible for their adherence to the terms and conditions of their Agreement e.g. in only using the rooms covered in the agreement.

If you need access to a kitchen this must be arranged in advance and approved by administration.

CONTACT DETAILS

Office Administrator: office@ckcc.org.au

Accounts: accounts@ckcc.org.au

After Hours Emergency Phone: 0404 570 649