



Hatton Vale Community Uniting Church

143 Zischke Rd, Hatton Vale, Queensland 4341

HALL HIRE POLICY & PROCEDURES

Adopted by **Hatton Vale Community Uniting Church**

AMENDED Applicable from 1 January 2018

CONTENTS ii

1. PURPOSE.....	1
2. SCOPE.....	1
3. DEFINITIONS.....	1
4. POLICY STATEMENT.....	1
5. APPLICATION OF POLICY.....	1
6. REVIEW.....	2
7. ACCESS TO THE POLICY.....	2
8. FURTHER INFORMATION.....	2
9. GUIDELINES FOR USE OF HALL AND KITCHEN.....	2
10. ANNEXURES.....	3
A.	
Scale of fees and charges by User Type	3B
Terms and conditions of hire.....	3

1. PURPOSE

1.1 The Hatton Vale Community Church Hall Hire Policy (the Policy) provides a framework for the management of the hiring of the Church Hall at 143 Zischke Rd, Hatton Vale .

2. SCOPE

2.1 The Policy applies to the hire by groups and individuals of the hall and facilities of The Hatton Vale Community Church ABN: 84 884 640 817, 143 Zischke Rd, Hatton Vale

3. DEFINITIONS

3.1 Individual or group hirers have been classified into two (2) user categories to assist the Hall Booking Officer in determining which level of fees and charges are applicable:

3.2 User groups: User 1: Hatton Vale Community UCA members and adherents User 2: All other users

4. POLICY STATEMENT

Hatton Vale Community Church is committed to offering the hall for the benefit of the local community, by making the facilities available for hire by groups and individuals for the purpose of holding their meetings, activities, and events. • The hall is not to be used for the purpose of holding any activities that may be deemed to be discriminatory or inappropriate. • Priority for the use of this hall will be given to Hatton Vale Community Church congregation. • The Church will endeavour to ensure fair and equitable access for all user groups.

5. APPLICATION OF POLICY

5.1 Hatton Vale Community UCA has nominated a Booking Officer who has the authority to deal with and make decisions as covered by this policy. Variations to this document will require approval by the Property committee.

5.2 Use of a hall requires agreement by the hirer to comply with the Terms and Conditions of Hire (Annexure 10B), completion of the License Agreement (Uniting Church in Australia, Qld Synod) and the Hall Hire Booking form, payment by the hirer of the required fees, and approval by the Booking Officer.

5.3 Fees will be charged as per the Fee Scale (Annexure 10A).

6. REVIEW

Hatton Vale Community Church Property Committee will review the Policy at least annually.

7. ACCESS TO THE POLICY

The Policy is available for public inspection on the website www.hattonvaleunitingchurch.org.au

8. FURTHER INFORMATION

The Booking Officer can be contacted by email: hattonvaleuca@outlook.com

9. GUIDELINES FOR USE OF HALLS AND KITCHENS

The user is responsible to carry out all activities in a safe environment. The user is responsible for their own public liability. Use of hall and premises.

- Please be aware of all health and safety issues.
- All extension cords must be approved safety leads and no multiple power boards are to be used.
- Use of ladders must comply with WHOS procedures.
- All decorations, props and notices must be removed with no sign of damage to premises
- Under no circumstances must glitter, small sprinkled paper metallic party decorations, rice or confetti be used inside or outside the premises.
- Car parking- please be mindful of movement of cars and pedestrians on the premises and if using the outside area for an event please ensure that the area is clearly marked and car parking is also within a defined area.
- No open fires or BBQ's are allowed within 5m of the buildings
- Fire exit plan needs to be explained and evacuations notices must be pointed out.
- All signs within the hall must be complied with.
- All doors must be locked upon exiting the premises.
- All lights and hot water appliances must be turned off.
- All waste must be removed to the bins outside and appropriate bins used for waste and recycling.
- The premises are to be cleaned and left in the same state as upon entry.
- Any maintenance issues are to be notified as soon as possible. For any queries please contact Rhonda by email: hattonvaleuca@outlook.com

10. ANNEXURES

A. Scale of fees and charges by User Type apply to User 1 \$25 per hour

USER 2 SESSION TIMES 8 am to 10 pm DAILY \$25 per hour + GST

SET UP AND TAKE DOWN TIME (Between 7 am and 10 pm) to be part of hall hire time \$25 per hour + GST

USE OF KITCHEN – extra cost for use of cutlery and crockery upon application

STORAGE (IF AVAILABLE) per week regardless of use of facilities \$5 per designated space allowance per week continuous

KEY DEPOSIT - \$ 50

BOND for single use bookings \$ 200

PLEASE NOTE: 1. Minimum of one hour booking. 2. Only 1 hour increments available usage.

B TERMS AND CONDITIONS OF HIRE

1. Public Liability Insurance: all users need to satisfy themselves as to their liability and have appropriate insurance. Prior to the hiring date, users must provide a Certificate of Currency for Public Liability Insurance.

2. Hall hire times are agreed upon in the licence agreement and Hall Hire Booking Form. Hirers will need to pay 1 week in advance according to the times signed for. Any requests for hall hire time changes must be given with a minimum of 7 days' notice (via email and accepted and notified by the booking agent.) Any use of hall outside hours stipulated in the agreement will be charged for.

3. Late payment fee of 10% will be charged on overdue payments.

4. Noise Abatement: The hall is located in a residential area. The amenity of local residents must be protected. All Users of Hatton Vale Community UCA Hall are required to operate within the Environmental Protection (Noise) Policy 2008

www.epa.qld.gov.au/environmental_management/noise_and_nuisance/

5. Any damage caused during hall hire by any users MUST be rectified to a standard as agreed by the Hatton Vale community. All maintenance issues must be reported immediately.

6. No items are to be left on the premises without permission.

7. Hall hire is for the prescribed activity and hirers are responsible for all breakages – including damage to any building from physical activities by users or their equipment.

8. Alcohol consumption is prohibited on the property. Users may designate a smoking area at a distance of greater than 4 metres from the buildings.