



## Venue Hire Terms and Conditions

The Emmanuel Uniting Church seeks to engage the local community by hiring out its rooms for various purposes and activities in line with its mission of "being real people with relevant faith for our community."

### ***Paperwork needs to be returned at least to 2 weeks before hiring of premises:***

- The Licence agreement forms are to be filled out and signed. Once completed they need to be emailed to [buildingbookings@emmanueluca.org.au](mailto:buildingbookings@emmanueluca.org.au) . or given back to the Bookings Officer at Emmanuel Uniting Church. *Once completed all these forms will be sent to Queensland SYNOD for approval of insurance and hire.*
- The hirers are responsible for providing a certificate of currency of Public Liability Insurance. For private functions such as dinner parties etc. the church has negotiated the provision of Public Liability Insurance through AON. It is the Hirers responsibility to complete the AON Public Liability Form and submit it to the AON email on the form and they will supply a certificate of currency which then needs to be forwarded to [buildingbookings@emmanueluca.org.au](mailto:buildingbookings@emmanueluca.org.au) or given back to the Bookings Officer at Emmanuel Uniting Church.. Note that without evidence of Public Liability Insurance bookings can not be made.
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- ***Some important terms and conditions include:***
  - NO alcohol is permitted at any events at Emmanuel Uniting Church.
  - Smoking is NOT permitted on Emmanuel Uniting Church premises.
  - Access to the building will normally be by using the key safe located outside of the kitchen. The code is only for use for the period that the premises are being hired. A fee will be charged if the key is not replaced in the key safe after use, to cover the cost of a staff member needing to provide access to the next hirer.
  - Access is allowed 15 minutes prior to the booking start time to facilitate setting up and 15 minutes after the event for cleaning
  - Long term users may request a key and if granted a security deposit will be charged. This will be refunded when the key is returned.
  - It is the responsibility of the hirer not to pass the key or key code onto any other individual or organisation without prior consent from the office.
  - There is no storage space available. Hirers are responsible to remove all of their property at the conclusion of the hire. This applies to **ALL** hirers.
  - You are required to attend the event for the duration of the booking or until such time as all guests have left.
  - You will be required to pay for all costs associated with repairing any damage or vandalism that occurred during the booking period.
  - Emmanuel Uniting Church is not responsible for personal property that is lost, stolen or damaged in the course of the event.
  - You are responsible for the conduct of everyone attending the event and must have strategies in place to manage anti-social behaviour..
  - All youth events and parties must be supervised by an adult 25 years or older to ensure the safety of guests and the security of the building and surrounding area. The hirer must ensure that children and young people are adequately supervised at all times.
  - NO amusements, i.e. entertainers (other than singers and dance bands at a private family function) are allowed without prior permission..



P: (07) 3355 2162 - E: [OFFICE@EMMANUELUCA.ORG.AU](mailto:OFFICE@EMMANUELUCA.ORG.AU) - A: 249 SOUTH PINE ROAD, ENOGGERA, QLD, AUSTRALIA. 4051

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—Uniting Church—

- All music and general noise must be kept to a moderate level to avoid disruption to local residents.
- All events shall conclude by 11pm at the latest
- The hirer shall be responsible for any incident or injury that occurs while they are hiring a facility. The hirer may be legally liable for any claims arising from the incident or injury. Please ensure adequate medical and first aid equipment is available throughout the duration of the hire.
- 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. stage) 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. Pins must not be used to erect decorations. All decorations, including string must be removed at the conclusion of any booking.
- We provide a number of tables and chairs, which are available for use, as well as the use of the Kitchen area (on negotiation) and utensils at no extra charge.
- All equipment and furniture used must be returned to the original locations You must leave the premises in a clean and tidy condition.
  - The kitchen (if used) is to be swept and mopped and benches wiped down.
  - Rubbish bins are to be emptied and bags replaced. All rubbish is to be placed in the external garbage bins. (on the South Pine Road side of the building)
- All windows and doors are to be locked at the end of the hire period. All lights, fans and air conditioners to be turned off.

*I agree to the above terms and conditions to hiring of Emmanuel Uniting Church premises.*

## Facilities and Room Usage

. The User may vary the arrangement of the seats and equipment however, all equipment must be returned to its rightful place and must be in a clean and tidy condition e.g. tables to be wiped down at the end of the hire.

Note that in signing the license agreement you agree to these Conditions of Hire



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