Use and hire of rooms and facilities

Return to: Bookings Manager, Hawkesbury Church
reception@strongnation.church
PO Box 301, WINDSOR NSW 2756

Contents

[Access 1](#_Toc373321205)

[Alcohol & Smoking 1](#_Toc373321206)

[Available Rooms and Facilities 2](#_Toc373321207)

[Breakages, theft or damage 3](#_Toc373321208)

[Disability Access 3](#_Toc373321209)

[General 4](#_Toc373321210)

[Property 4](#_Toc373321211)

[Public liability 4](#_Toc373321212)

[Recovery of cost fee 4](#_Toc373321213)

[Safety and Emergencies 5](#_Toc373321214)

[Security 6](#_Toc373321215)

[Recovery of cost fees 7](#_Toc373321216)

# Access

Rooms and facilities are available for hire/use between the hours of:

Monday – Friday 9:30am-4:30pm

After hours hire or access will incur an afterhours fee as is available between the hours of:

Monday – Thursday 8:00am-10pm

Saturday 8:00am-10pm

* Rooms and facilities are not available on Sunday
* Rooms and facilities are not available on Public Holidays
* For safety reasons maximum room capacity must not be exceeded

# Alcohol & Smoking

1. **The venue and its grounds is an alcohol free zone**. We request that there is no serving or consumption of alcohol on the premises.
2. **Smoking is prohibited in all areas of the building and the grounds**
3. It is the responsibility of the hirer to ensure its members/guests/patrons etc. comply
4. Any cost associated with the removal of alcohol or cigarette rubbish will be passed onto the hirer.

# Breakages, theft or damage

1. The user/hirer is responsible for any breakages, theft or damage to the venue or to supplied equipment and furniture
2. Should breakage, theft or damage occur the Bookings Manager must be notified as soon as possible
3. Invoice for replacement cost will be issued, including any express fees applicable to replace
4. The hirer accepts all responsibility for any damage, theft or loss of its own/hired equipment and/or property, including that of their members/guests/patrons.

# Disability Access

* There is a pedestrian ramp from the drive way to level 2 located at the café deck, or access via the undercover carpark through level 1 carpark entry.
* All rooms and facilities are accessible via the lift
* Disabled toilets are available on level 2 and 4

# General

1. Applications for room/s bookings will be confirmed by email, letter or phone
2. Hawkesbury Church reserves the right to accept or refuse any applications for use/hire
3. The user/hirer must be at least 18 years of age. Proof of age may be required
4. The user/hire will only use the venue for the purposes shown and for the period stated on the application from.
5. All booking times are to include any setup and pack up required and must be strictly observed
6. Only the specific room/s booked will be used
7. Hawkesbury Church reserves the right to transfer a Category A group to another available room in consultation with their needs
8. Repeat bookings are permitted, but will be reviewed quarterly by Bookings Manager to ensure reasonable access to all groups
9. The bookings of the rooms and facilities shall be subject to cancellation in the event of any national or local emergency or major Hawkesbury Church events
10. The user/hirer is to supply all consumables
11. Please inform Bookings Manager if scheduled meeting will not take place so the room can be made available to others.

# Property

1. Setting up, stacking and storage of tables, chairs and equipment is the responsibility of the user/hirer
2. Furniture and equipment, other than already provided, must be brought and removed but the user/hirer at their own expense and liability and within the timeframes of the booking. There is no storage available.
3. Furniture is not permitted to be moved outside the building
4. Furniture must be left as-found, either in the room or in storage areas
5. Chairs must be stacked in compliance with signage in the storage areas

# Public liability

1. All users/hirers must supply a certificate of currency for public liability insurance cover. For individual/personal hire home contents insurance generally includes some level of public liability cover.
2. All evidence of insurance must be supplied prior to commencement of use. All regular/long term users/hirer must provide a copy of any insurance renewal during the hire period and prior to the expiry of the previous policy

# Recovery of cost fee

* 1. Bond
	2. Bond must be paid ten days prior to using the rooms
	3. Payment can be made by cheque, cash or direct deposit. Cheques to be made payable to “Hawkesbury Church”
	4. Access to the venue will not be permitted unless all costs are paid in full
	5. Retain the receipts of payment as proof of hire and to claim a refund bond. Requests for bond refund not accompanied by a receipt will incur an administration fee
	6. For your convenience bookings may be made for one calendar year, with the understanding that fees are subject to an annual review that is aligned with the financial year
	7. Room hirers will be advised as soon as possible into the financial year (after 1st July) if fees change
	8. Bonds are returned in full on the condition that:
		1. The conditions of the booking were adhered to
		2. There is no damage to the room/s, equipment or furniture
		3. No equipment or furniture is missing
		4. Furniture and equipment is left in as-found location and condition
		5. No additional cleaning costs are caused by the hirer
		6. No staff after hours or security call outs have been caused by the room hirer
	9. Future bookings will be jeopardised should the above conditions not be met and the bond is retained
	10. Groups requiring a refund of bond will need to contact the Booking Officer
	11. The room/s will be inspected after use for damage or loss, including but not limited to stains on carpet, damage to paintwork or equipment
	12. The room/s, including kitchen if used, are to be left in a clean and tidy condition, with floors swept/vacuumed, spills cleaned up, crockery and cutlery cleaned and put away
1. Cancellations
	1. Cancellations of bookings must be made as early as possible so that other groups have an opportunity to use the room/s. Cancellations can be made by online booking system (Category A bookings only), phone or email to reception@strongnation.church (category B & C bookings only)
	2. ‘no-shows’ inconvenience other groups. Subsequently, repeated no-shows will jeopardise future bookings
	3. Category B & C bookings cancelled less than three days in advance will be charged the full fee

# Safety and Emergencies

1. All doorways and Emergency exits must be kept clear at all times
2. Ensure group members are aware of Emergency Exits. Group members should be made aware of ‘Evacuation Procedure’ notice, situated near the main door of each room
3. Users/hirers must follow emergency warden directions at all times
4. For emergency situations after hours contact 000
5. Tampering with the closure of doors/gates creates a risk to people and property. This may create opportunity for unauthorised people to: hide in the building and create vandalism or acts of theft after hours; commit acts of aggravation or violence to people within the building, which after hours is quite isolated
6. The operation of automatic doors in the building must not be tampered with in any way. Tampering, including chocking the doors open, damages the mechanism and may lead to malfunction. In turn this jeopardises the safe operation of the doors during emergencies. If the doors are malfunctioning and it is found on CCTV footage that the doors have been tampered with in the 24hours prior and repairer advises that the cause is due to tampering the repair cost and call out fees will be passed onto the group responsible for the tampering
7. All rooms are fitted with smoke alarms. Please do not use artificial smoke machines, candles etc. as these have the potential to activate these alarms. Should this be violated any call out fees for the fire officials will be passed onto the user/hirer

# Security

1. The venue may request security be present for the duration of hire. This is at the cost of the hirer.

# Venue

We ask that all people using the facilities respect the church as a place of worship and, if using the venue during business hours, as a work place and keep noise and disturbance to a minimum.

1. Common Kitchen (Level 4)
	* Access to this kitchen is included in all room and facilities bookings
	* The following items are supplied: some glasses, mugs, cups, small plates, cutely, jugs, fridge, urn, microwave, sink, washing up liquid
	* Groups need to supply all other items, including tea towels and any consumables
	* **NB** The equipment supplied in this kitchen is not for catering purposes, Should you require large quantities to service your activities you will need to organise private hire.
	* **NB** this is a common kitchen and as such is shared by all people using the venue. Exclusive use is not allowed
2. Mann Room (Level 4)
	* Accommodates a maximum of 25 people seated theatre style (less if tables required)
	* Suitable as a small meeting room
	* Includes access to common kitchen (level 4)
3. Woods Room (Level 4)
	* Accommodates a maximum of 45 people seated theatre style (less if tables required)
	* Suitable for lectures, talks or mid sized meetings
4. Robinson Room (Level 2)
	* Accommodates a maximum of 200 people seated theatre style (less if tables required)
	* Suitable as a large meeting room, funeral, wedding, or an active space for smaller groups
	* PA System, Microphone, CD player, Data projector with laptop and DVD player available (operator costs apply)
	* **NB** this room is air-conditioned
5. Main Auditorium (Level 3)
	* Accommodates 500-700 people seated theatre style
	* Parent’s room (15 people) and feeding room (3 people) also available with this space with sound feed and windows to Main Auditorium. Parents room also has a bathroom, kitchenette and baby change facilities
	* Suitable for conference style meetings, concerts, large weddings and funerals
	* PA System (combatable with a full band), Microphones, Data projector with computer and DVD player, lighting booth available (operator costs apply)
6. Café (Level 2)
	* Accommodates 60 people sit down, 80 people standing
	* Access to external deck
	* Suitable for morning teas/luncheons, smaller groups or overflow area for main auditorium
	* 3 Televisions equipped with DVD players, free to air TV and live feed of main auditorium. Can display the same content or different content on each. (operator costs apply)
	* Does not include access to Café kitchen or espresso facilities
	* **NB** this area is air-conditioned
7. Parking (level 1)
	* Both covered and uncovered parking is available onsite
	* Street parking is available. It is the responsibility of individual drivers to ensure they are parked in a legal and safe manner.
	* Hawkesbury Church is not responsible for any Parking Infringement Notices received by any patrons associated with the meeting/event.
	* Entry to the carpark is via Brabyn St
	* We are unable to grant exclusive use of onsite parking facilities
	* The Carpark is opened at 8:30am and is locked at 9pm Monday –Friday, and 8am-12:30pm Sunday, unless otherwise negotiated at time of booking. Any vehicles or equipment remaining in the carpark at these times will be locked in and can be accessed when the carpark is next opened. The car park is locked on Public Holidays.
	* The cost of security responses and after-hour call-outs due to not exiting prior to the times booked in this form will be passed onto the user
8. Parents Room (Category A group bookings only)
9. Feeding room (Category A group bookings only)
10. Interview room (Category A group bookings only)
11. Level 4 waiting area (Category A group bookings only)

|  |  |  |
| --- | --- | --- |
| **Group Category** | **Description of group/individual** | **Subject to hire fee** |
| A | 1. Groups and meetings directly associated with the Hawkesbury Church group
 | No |
| B | 1. Tenants with office space only tenancy agreement
2. Self-employed persons for the purpose of providing services to the community at a cost recovery basis only
3. Non Hawkesbury Church group organisations/groups that meet **ALL** of the following criteria (supporting documentation may be required):
	1. Operates on a non-profit basis
	2. Charges no fee or charges at a recovery of cost basis only when using the venue
	3. Charges no fees or charges at a recovery of cost basis for the services rendered when using the venue
4. Local schools
 | Yes |
| C | 1. Commercial for profit business
2. Groups or organisations that distribute money that it makes to its members
3. Consortiums or organised groups of businesses where the primary purpose of coming together is to promote goods and services and develop for profit activities.
4. Self-employed persons for the purpose of providing services to the public for personal profit
 | Yes |

# Recovery of cost fees

Effective 1 July 2018-30 June 2019. Fees are reviewed each financial year and may therefor change. All fees are inclusive of GST.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Category** | **Conditions** | **Crèche** | **Woods room** | **Robinson room** | **Main Auditorium** | **Café** | **Commercial Kitchen** |
| A | Between 8am-10pm with own building access organised | Free | Free | Free | Free | Free | Free |
| B | Per hour (between 9:30am-4:30pm) | $10.00 | $14.00 | $40.00 | $90.00 | $20.00 | $20.00 |
| ½ day hire (4 hrs between 9:30am-4:30pm) | $35.00 | $49.00 | $140.00 | $315.00 | $70.00 | $70.00 |
| All day hire (8hrs between 9:30am-4:30pm) | $65.00 | $91.00 | $260.00 | $585.00 | $130.00 | $130.00 |
| After hours fee (Per hour rate, billed in 30min increments) | POA | POA | POA | POA | POA | POA |
| C | Per hour (between 9:30am-4:30pm) | $20.00 | $28.00 | $80.00 | $180.00 | $40.00 | $40.00 |
| ½ day hire (4 hrs between 9:30am-4:30pm) | $70.00 | $98.00 | $280.00 | $630.00 | $140.00 | $140.00 |
| All day hire (8hrs between 9:30am-4:30pm) | $130.00 | $182.00 | $520.00 | $1170.00 | $260.00 | $260.00 |
| After hours fee (Per hour rate, billed in 30min increments) | POA | POA | POA | POA | POA | POA |

Bonds

|  |  |
| --- | --- |
| **Description** | **GST inclusive amount** |
| Refundable bond – Category B | $200.00 |
| Refundable Bond – Category C | $300.00 |
| Operator/technician costs (sound, lighting etc) | POA |
| Rooms and Kitchen cleaning fee | POA |
| Failure to pack up equipment and furniture fee | $150.00 |
| Breakages, loss or damage  | POA |

# Application form

|  |  |
| --- | --- |
| **Organisation:** |  |
| **Contact Person:** |  | **Position:** |  |
| **Address:** |  |
| **Phone number:** | (BH) |  | (AH) |  |
| **Email** |  |
| **Public Liability details:** |
| Does your organisation have public liability insurance? | Yes | No |  |
| Amount insured ($): |  | $10,000,000 minimum required |
| Certificate of currency | Currency date: |  | To: |
| **NB: Hawkesbury Church requires a copy of the Certificate of Currency for your insurance prior to the booking confirmation. Please attach to this application** |
| **Affiliation details** Is your group affiliated with any other organisation or parent body: | Yes | No |  |
| **If yes please provide details:** |  |  |  |
| **Activity/Event details** |
| **Type of activity/event:** |  | Approximate number of people attending: |  |
| **Category Self-Assessment:** | A | B | C |
|  |  |  |  |
|  |  |  |  |
| Booking Details |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Date & Day | Room Preference | Time from | Time to |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Kitchen** | Will you be using the common kitchen?  | Y | N |
| **Audio Visual**  | Please attach details regarding any audio visual requirements and requests. **NB** there are additional fees associated with this to be quoted upon approval of your application.  |
| **Office Use Only** |
| Application Approved |  | Total Cost |  |
| CoC Received |  | Bond |  |
| Building Access |  |
| Notes |  | Invoice Sent |  |
| Payment Received |  |
| Bond Returned |  |