

# Venue Hire Application

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About this form: This form is used to apply for venue hire of West Ryde Community Church properties.

How to lodge: This form is to be submitted to [hello@westrydecc.org.au](mailto:hello@westrydecc.org.au) or PO Box 149, WEST RYDE 1685.

Part 1: Applicant details			
Company:		ABN No.:	
Given names:		Family name:	
Postal address:			
Suburb:		Postcode:	
Mobile:		Phone:	
Email:			

Part 2: Venues			
	Venue:	Location:	Capacity:
<input type="checkbox"/>	Auditorium	Ground, 1038 Victoria Rd, West Ryde	150
<input type="checkbox"/>	Meeting room 1	Ground, 1038 Victoria Rd, West Ryde	20
<input type="checkbox"/>	Meeting room 2	Level 1, 1038 Victoria Rd, West Ryde	20
<input type="checkbox"/>	Office 1	Level 1, 1038 Victoria Rd, West Ryde	3
<input type="checkbox"/>	Office 3	Level 1, 1038 Victoria Rd, West Ryde	3
<input type="checkbox"/>	Hall	Ground, 1040 Victoria Rd, West Ryde	150

Part 3: Hire details			
Hire start date:		Hire end date:	
Start time: (including set-up)		End time: (including pack-up)	
Description of activity:			
Estimated attendance:			
Describe all advertising which is proposed:			
List all equipment, furniture, decorations, audio-visual systems that is proposed:			

Part 4: Supporting documentation checklist	
Before you submit this application, please check that you have:	
<input type="checkbox"/>	Completed this application in full
<input type="checkbox"/>	Provided the applicant's ABN (if applicable)
<input type="checkbox"/>	Provided evidence of a \$10 million public liability insurance or Completed the Hall Hirers Licence (private family functions using the Church's insurance cover only)
<input type="checkbox"/>	Provided a copy of either a driver's licence or passport
<input type="checkbox"/>	Provided evidence of not-for-profit (if applicable) for discounted rates
<input type="checkbox"/>	Provided Working With Children Check (WWCC) details (family name, date of birth, WWCC number) for all paid and volunteer workers (applicable to child-related work)

<b>Part 5: Fees and charges</b>			
Refer to the schedule at <a href="https://www.westrydecc.org.au/venues">https://www.westrydecc.org.au/venues</a> .			
Fees and charges are payable in advance to confirm the hire.			
An invoice will be issued for the total fees and charges payable. Payment is by electronic funds transfer (EFT).			
The bonds are refundable provided the terms and conditions are met.			
Bond charge:	\$	Hire fees:	\$
Key bond charge:	\$	GST (if applicable):	\$
Bond charges subtotal:	\$	Hire fees subtotal:	\$
Total fees and charges (Bonds charges subtotal + Hire fees subtotal):			\$

<b>Part 6: Terms and conditions</b>
<p>To hold harmless the owner of the property for all damages, costs, actions, demands and claims, which may be sustained by or suffered by the owner or its employees arising out of the hire of the property.</p> <p>To provide evidence of public liability insurance for an indemnity of not less than \$10,000,000 covering any damage to the hired property or any legal liability that may arise from the use of the hired property.</p> <p>To keep the hired property in good repair and condition, returning it in the same state as it was at the commencement of the period of hire.</p> <p>To reimburse the owner for the cost of repairing any damage incurred to the hired property or its contents during the period of hire.</p> <p>Not to permit alcohol to be consumed or brought onto the hired property.</p> <p>To allow the owner or its employees access to the hired property during the period of hire for the purpose of inspection.</p> <p>Not to remove from the hired property contents or fixtures belonging to the owner.</p> <p>To use the hired property in a manner that will not annoy, disturb, interfere with or damage property belonging to the owner, tenants, occupiers of the hired property or occupiers of other properties in the neighbourhood.</p> <p>Not to use the hired property in a manner which could cause a risk to the health and safety of themselves or others.</p> <p>Not to bring equipment or materials on to the hired property without the prior permission of the owner.</p> <p>Not to carry out any activities on the hired property which may prejudice the insurance cover on the hired property.</p> <p>To obtain any permits required in relation to the hirers use of the hired property.</p> <p>To return any provided keys to the church or an agreed location and time at the end of the period of hire.</p> <p>This agreement is deemed to be cancelled immediately should any of the above conditions not be met by the hirer.</p> <p>Either party can terminate this agreement by giving 28 days written notice.</p> <p>Failure to meet any of the above terms and conditions will result in forfeiture of the bond.</p>

<b>Part 7: Declaration</b>			
<input type="checkbox"/>	I certify that the supplied information is true and correct		
<input type="checkbox"/>	I have read and understand the terms and conditions and I agree to abide by them		
Signature:		Date:	

<b>Church use only</b>			
<input type="checkbox"/>	Hire agreed		
<input type="checkbox"/>	Hire agreed with conditions:		
<input type="checkbox"/>	Hire declined		
Name:		Position:	
Signature:		Date:	