

APPLICATION FOR USE OF FACILITIES

Name(s) of Applicant(s): _____

Name of Organisation: _____

Address: _____

State: _____

Postcode: _____

Phone (H): _____

Phone (M): _____

I/We hereby apply for the rental of: (tick appropriate box)

Main Auditorium (Seats 260)

Rates: \$140.00 per hour (minimum of 3 hours)

\$1 000.00 per day (9.00 am to 5.00 pm)

Sound equipment with an operator is included in the rental of Main Auditorium. Additional operators (for more complex set ups) will incur an additional cost of \$50.00 per hour per operator.

Seminar Room 1 (Seats 40)

Seminar Room 2 (Seats 40)

Rates: \$80.00 per hour (minimum of 3 hours)

\$400.00 per day (9.00 am to 5.00 pm)

No sound equipment will be provided for rental of seminar rooms. If sound equipment is required, an additional \$25 per hour is chargeable or a flat rate of \$120 per day.

Facilities for Wedding

Rates: \$140.00 per hour (minimum of 3 hours)

\$100 for 1 weekday rehearsal (2 hours) between 10.00 am to 8.30 pm

Wedding rental includes the main auditorium, 1 seminar room and use of the external area for reception.

Refer to "Pre-Event Run Through" section on Page 2 to indicate preferred rehearsal date.

New Life City Church reserves the right to negotiate rates other than those as specified.

Rates are subject to change unless already contracted. Rates quoted are inclusive of GST.

Date of rental: _____ (dd/mm/yy)

Time: _____ : _____ am/pm to _____ : _____ am/pm

Purpose of use of facilities: _____

Set up

No. seats required: _____ No. tables required: _____

AUDIO VISUAL REQUIREMENTS

In order for us to meet your Audio Visual needs, please indicate your specific requirements below. **Please note that NLCC does not provide any musical instrument as part of this application. Musical instruments can be rented from NLCC for an additional cost.** Please indicate below if you wish to rent NLCC in house musical instruments. A separate written quotation will be provided to you regarding the musical instrument rental (i.e. keyboard, guitar, drums).

Instruments/ Microphones

⇒ Will you need to use any instruments belonging to NLCC? Yes No

If so, please indicate: Keyboard Drums Guitar

⇒ Will you be bringing your own instruments? Yes No

If so, please list instruments: _____

NB: Our sound technician will determine your best setup.

⇒ Will you require music stands? Yes Quantity: _____ No

⇒ Will you require microphones? Yes No

If yes:

<input type="checkbox"/> Wireless microphones	Quantity: _____	(NLCC provides only 1 wireless microphone)
<input type="checkbox"/> Wired microphones	Quantity: _____	(NLCC provides up to 2 wired microphones)
<input type="checkbox"/> Microphone stands	Quantity: _____	(NLCC provides up to 3 microphone stands only)

Pre-Event Run Through (applicable only for wedding rehearsal)

Agreed date (if required): _____ (dd/mm/yy)

Agreed time: _____ : _____ am/pm to _____ : _____ am/pm

Please Note: A cleaning fee of \$500.00 shall be charged if condition 15 is not adhered to.

I hereby acknowledge that I have read and understood the New Life City Church Terms and Conditions for Use of Facilities on Page 3 and agree to adhere to the requirements therein.

Name: _____ Date: _____

Signature: _____

OFFICE USE ONLY

Approved: Yes No

Approver: _____ / _____ / _____
Name Signature Date (dd/mm/yyyy)

Payment: Deposit paid Receipt issued **OR** Amount paid: \$ _____ Amount due: \$ _____
 Full fees paid Receipt issued

TERMS AND CONDITIONS FOR USE OF FACILITIES

1. **NO ALCOHOL** is to be consumed on the Premises unless express permission is given.
2. **NO SMOKING** is permitted within the Premises.
3. **NO CONSUMPTION OF FOOD OR DRINKS** in the auditorium and seminar rooms shall be allowed unless express permission is given. The coffee machine in the Premises shall not be used under any circumstances.
4. **SOUND BOOTH:** Only authorised and duty personnel may access this area.
5. **RETURN OF KEYS:** Keys are to be returned to the church office by **11.00 am** on the next working day, following the day of use of the facilities. All lights and air-conditioning must be turned off when not in use.
6. **PAYMENTS:** All payments are to be made to the New Life City Church Incorporate. GST is included in the quoted rates. **A deposit payment of 25% must be made to confirm any bookings. Balance payment must be made no later than 14 days before the event.**
7. **REFUSAL:** The Church, in its absolute discretion, reserves the right to refuse the use of any facilities of the Church without assigning any reason for such refusal.
8. **CANCELLATION:** The Church reserves the right to cancel any bookings. Cancellations will only be made in the event of extreme necessity. Notice of cancellation will be given at the earliest possible date and any money paid will be fully refunded.
9. **MULTIPLE APPLICATIONS:** In the event of two or more applications being received for the use of any Church facilities at any one time and date, the Church, in its absolute discretion, will determine to which applicant the use of facilities shall be granted, if any.
10. **DEPOSIT AND BOND:** **A deposit of 25% of the charges and a \$1 000 refundable liability bond shall be paid prior to confirmation of the booking.** It is the responsibility of the Applicant to ensure that the deposit and bond is paid when the Application for Use of Facilities Form is returned to the Church. \$1 000 bond shall be return to the Applicant upon the positive inspection of the venue carried out by an approved staff member of the church.
11. **REFUNDS:** Should a function be cancelled by the Applicant, any deposit paid, at the absolute discretion of the Church, may be forfeited to the Church.
12. **DECORATIONS:** 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. projector) 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. The possession or burning of candles, incense, potpourri burners, lanterns or any other type of open flame is strictly prohibited.** All decorations must be removed at the expiration of the period of use.
13. **AUTHORISED ENTRY:** Any authorised representative of the Church shall, at any time, be permitted free and uninhibited access and entry to the Premises, for the upholding of the *Terms and Conditions for Use of Facilities* or for Church matters.
14. **BREAKDOWNS:** In the event of a breakdown in services, utilities or equipment, no responsibility will be accepted by the Church, but every care and precaution will be taken in this regard.
15. **CLEANING AND DAMAGE:** The Premises shall be left in a clean and tidy condition after use. Carpets and toilets have to be kept clean at all times. All equipment and furniture used must be returned to the original locations or staff time will be charged to rectify the situation. All rubbish on the Premises must be removed and thrown into the Council bin. All rubbish in excess of one full Council bin shall be removed from the site. Failure to observe this may result in the Applicant being charged for additional cleaning (\$500.00). The Applicant shall be required to make good any damage to the facilities (including furniture and equipment), however caused during the period of use.
16. **SECURITY:** All doors and windows must be fully secured when vacating the Premises.
17. **Insurance: Applicants with an ABN must provide a current certificate of public liability insurance with a based value of at least \$20,000,000. This certificate must be attached to the application upon submission.** Failure to provide will deem this application is incomplete and invalid therefore no further consideration will follow.

(Note: "Church" shall mean New Life City Church Inc. and "Premises" shall mean all properties on 329 Orrong Road, Kewdale WA 6105.)