



# KEAC Hall Hire Policy

*Revised & Updated September 2018*

The following document describes the policies relevant to hiring facilities at KEAC: Kensington Eastlakes Anglican Church (St. Martin's Kensington & St. Stephen's Eastlakes). The facilities are available for hire under three categories: (a) casual basis (birthdays, dinners, special events); (b) by KEAC church members and approved church related organisations and; (c) on a regular basis (daily, weekly or monthly for community enrichment activities).

## General Information

- All enquiries about hiring the hall should be directed to the church office via phone (02 9663 1538) or email ([office@keac.com.au](mailto:office@keac.com.au)).
- All enquiries should be made at least one month prior to the proposed date of the event or one month before the beginning of the hire period.
- You are welcome to arrange a time to inspect the facilities before making a booking.
- All individuals or organisations hiring our halls must have the approval of at least 2 Church Wardens (elected church officials) before the booking can proceed.
- Church facilities are generally unavailable for hire on a Sunday (unless a special request is approved by the Minister and 2 of the Church Wardens).
- Minimum hire is 2 hours per week for a Regular Users and 2 hours per event for Casual Users.
- License Agreements and Public Liability Insurance are required for all non-church use of our facilities. A signed License Agreement and a copy of a valid Public Liability Insurance Policy must be given to our church office at least one day before our facilities are used by any people or groups. There are no exceptions to this.
- Usage fees are revised regularly (normally every 6 months). They are quoted and invoiced inclusive of GST.
- The current usage fees (June 2018) are:
  - St Stephen's Eastlakes - \$33 per hour (including GST) for Regular Users and \$55 per hour (including GST) for Casual Users.
  - St Martin's Kensington - \$49.50 per hour (including GST) for Regular Users and \$77 per hour (including GST) for Casual Users.
  - Both of the halls at St Martin's can be hired at once (\$77 per hour for Regular Users and \$99 for Casual Users – including GST).

# KEAC Hall Hire Policy Details

## 1 Facilities

- 1.1 At St Stephen's Eastlakes (6 Westcott St) there is one hall (approximately 10m x 9m) with a timber floor. Reverse cycle air-conditioning has recently been installed. Hall hire at St Stephen's includes the use of a small kitchen area, chairs and tables, adjacent toilet facilities, a small outdoor covered courtyard, and a grassed / concrete area at the front of the hall.
- 1.2 At St Martin's Kensington (105 Todman Ave) there are two halls available for hire. Hall hire at St Martin's includes use of an adjoining large and modern commercial kitchen area, chairs and tables, adjacent toilet facilities and access to a large outdoor area – which includes a grassed area, a paved area, and an area with a 'soft fall' playground surface.
  - 1.2.1. The 'small hall' at St Martin's is an older facility (circa 1930's). It has new vinyl flooring, lighting and heating installed. The measurements are approximately 14m x 9m.
  - 1.2.2. The 'large hall' at the rear of the church property is a more modern construction (circa 1960's). This hall measures approximately 18m x 9m and has parquet flooring.
- 1.3 The use of any church facilities (in addition to the hall that is hired) can occasionally be non-exclusive.
- 1.4 Please note that all the KEAC facilities are owned by the Anglican Church Property Trust Diocese of Sydney (ACPT). The ACPT has given the KEAC Parish Council authority to manage the facilities, but any significant changes in usage must be agreed and approved by ACPT.

## 2 License Agreements & Insurance

- 2.1 Hall Users will be informed once approval for their group or event has been given by the Church Wardens.
- 2.2 A License Agreement is required for all non-church use of our facilities.
- 2.3 The License Agreement will need the signature of 2 Church Wardens and the Hall User.
- 2.4 For your booking to proceed you will need to arrange appropriate Public Liability Insurance for your group or event and ensure that these details have been passed onto the church office.
- 2.5 Hall Users should book a time to come to the church office to pay the bond amount, sign the License Agreement and pick up the keys.
- 2.6 Set up and pack up times for events and groups should be included in booking periods and included in the fees that are charged.

### **3 Limitations of Use**

- 3.1 We are not able to hire our facilities for certain events (e.g. 18<sup>th</sup> & 21<sup>st</sup> birthdays) because of noise and security issues in our residential location.
- 3.2 Usage of our facilities by external parties is generally not allowed between December 22<sup>nd</sup> and January 10<sup>th</sup> each year.
- 3.3 No alcohol may be consumed on church property without prior approval from the Minister and 2 Church Wardens. If permission is granted a person with RSA qualifications may be required.
- 3.4 Smoking is not permitted in any church buildings nor in the vicinity of children.
- 3.5 As a courtesy, noise should be minimised where possible by hall users, both during use of the facilities and during the arrival and departure of guests and contractors.
  - 3.5.1 No user activities outside our hall facilities should occur before 8:00am and after 8:00pm.
  - 3.5.2 All user activities inside our facilities should cease by 9:00pm sharp Sundays to Thursdays and by 10:00pm sharp on Fridays and Saturdays.
- 3.6 It is the responsibility of the group or event leader to ensure that their members or guests adhere to these limitations of use.

### **4 Detailed Conditions for All Users**

- 4.1 Group leaders must ensure that members of their group (and/or guests) respect our facilities and behave in an appropriate and safe manner.
- 4.2 Group members or guests should arrive and vacate church facilities in a quiet manner to minimise noise complaints from neighbours. Please ensure that the members of your group (or guests) do not park on (or over) the driveways of any neighbouring properties.
- 4.3 Church equipment (apart from regular chairs & tables, fans, heaters and basic kitchen equipment) cannot be accessed and used by Hall Users without prior approval.
- 4.4 Church kitchen consumables (coffee, tea, milk, biscuits etc.) should not be accessed by Hall Users unless permission has been given to do so.
- 4.5 When moving chairs and tables please lift them instead of dragging them, so that the hall floors are not damaged. A chair trolley is available at St Martin's to move stacks of chairs.
- 4.6 All Hall Users should familiarise themselves with the evacuation procedures for our facilities. Maps are displayed in various public places throughout our facilities.

- 4.7 At the conclusion of your group or event please place furniture back in its original position, put rubbish in the bins and sweep the floor. Please ensure the kitchen and toilets are clean and tidy. Please make sure all doors and windows are closed and locked.
- 4.8 Lights, fans, heaters and air-conditioners must be turned off at the conclusion of your booking. We reserve the right to invoice a person or group an amount equal to one hour of their hall hire if any heaters or air conditioners are left operating all day or overnight.
- 4.9 Groups must leave the facilities clean and ready for the next group. The church has contracted a cleaner who only visits weekly.
- 4.10 If the premises are not left in a clean and tidy manner for the next group your bond may be forfeited to cover the cost of cleaning and/or you may be invoiced for the cleaning.
- 4.11 Small amounts of bagged rubbish can be placed in the outside bins at St Martin's Kensington. However, at St Stephen's Eastlakes excessive rubbish should be bagged and removed from the premises.
- 4.12 Report any breakages or problems to the church office via email, phone or in person. In some cases, breakages may need to be paid for.
- 4.13 If an accident or incident occurs at our facilities (or an obvious hazard is spotted) please log this in our 'Incident Register'. This can be found on a table inside the church at St Stephen's and in the kitchen at St Martin's. Please also inform the church office that an incident has occurred.

## **5 Details for Casual Use**

- 5.1 The full usage amount for Casual Users should be paid at least 48 hours before the event occurs. Payment details will be given to casual users beforehand (cash, cheque or electronic transfer). Please note that no credit card facilities are available.
- 5.2 A bond amount will be payable. The regular amount is \$100. Although please note that a higher bond amount may be requested by us for particular events. This is at the discretion of the Church Wardens.
- 5.3 As previously mentioned, Public Liability Insurance Cover is required for any external use of any Anglican Church facilities.
- 5.4 Hall Users can source their own public liability insurance policy and provide the church office with a copy before their event.
- 5.5 The Anglican Church Property Trust (ACPT) have arranged subsidised insurance for casual users of Anglican facilities via Ansvar Insurance.
  - 5.5.1 Once your event has been approved by the Church Wardens our Office Administrator or Minister will give you details for this Ansvar Insurance Policy and an application form for the policy,

- 5.5.2 You will need to send the completed form to Ansvar Insurance with details of the date, location and nature of your event.
- 5.5.3 The cost to you of this public liability insurance is \$61.86 (NOTE: The actual cost is \$161.86, however, ACPT subsidises this amount by \$100 per hire). These rates are subject to change.
- 5.5.4 Ansvar Insurance will let you know how to make this payment.
- 5.5.5 Ansvar will need to know if permission has been sought and given for alcohol to be served at the event.
- 5.5.6 A copy of your Ansvar Public Liability Insurance Policy must then be emailed to the church office (office@keac.com.au).
- 5.6 Note that keys should be returned no later than 7 days after your event or meeting. The bond amount will be refunded when the keys are returned, if there are no issues.
- 5.7 Please note that the limitations of use and detailed conditions of use (see above at Section 4) apply to all Casual Users.

## **6 Details for Church Members / Other Christian Groups**

- 6.1 The Church Wardens will assess all enquiries from church members, Christian groups or other churches on an individual basis. They will also determine the discounted rate that will be charged.
- 6.2 All children on site during your booking must be fully supervised.
- 6.3 Any extra usage must first be booked with the church office.
- 6.4 Please note that the limitations of use and detailed conditions of use (see above at Section 4) apply to church members and Christian groups.

## **7 Details for Regular Use**

- 7.1 A bond amount, normally equal to two weeks of your usage fees, is required before your group begins using the facilities. The bond amount is at the discretion of the Church Wardens.
- 7.2 All License Agreements are for a maximum period of 12 months. After this time they are reviewed, re-assessed and may be renewed - if both parties agree on the revised terms.
- 7.3 Up to date Public Liability Insurance information should be sent to the church office each year.
- 7.4 Note that usage fees are reviewed by the Church Wardens and the Parish Council every 6 months and the current fee schedule applied when License Agreements are issued.
- 7.5 Regular users will be given at least one-month warning of any increases in hall usage fees.

- 7.6 Usage fees will normally be charged once or twice a term (dependent upon usage level). Payment can be made by cash, cheque or electronic transfer. Please note that no credit card facilities are available.
- 7.7 Invoices for Regular Users will be prepared in consultation with the Church Treasurer, Minister and Wardens). Invoices will be issued via email.
- 7.8 The normal terms of these invoices will be payment within 14 days of their date of issue.
- 7.9 Storage of equipment by Regular Users on church property is not encouraged and can only occur if written approval is given by the Church Wardens. If approval is given, such equipment must not interfere with regular church activities or other users. Please note that the church cannot guarantee the security of any stored equipment.
- 7.10 Regular Users should not store any supplies or equipment on the kitchen benches, as this area is used by multiple groups each week.
- 7.11 Regular Users can store food in the kitchen fridge, however all food in the fridge should be properly labelled or have an expiry date on it. Out of date or unlabeled food will be disposed of on a regular basis.
- 7.12 If the premises are not left in a clean and tidy manner, users may be invoiced for the cost of cleaning. This is generally equivalent to the cost of 1 hour of hall usage.
- 7.13 Groups that repeatedly leave premises in an untidy manner will be warned that their License Agreement is in jeopardy.
- 7.14 Lack of payment by the due date, without prior consultation and agreement, will be handled according to the following process:
- 1 week late: The Regular User will receive a reminder email / phone call to remind them.
  - 2 weeks late: The Regular User will be sent a warning via email specifying the breach of the License Agreement and the possibility of the termination of the License Agreement.
  - 3 weeks late: The Regular User will be refused access to our facilities until all arrears are paid in full.
  - 4 weeks late: The License Agreement with the Regular User may be terminated.
  - After 4 weeks a credit collection agency may be contracted to collect any unpaid funds from Regular Users.
- 7.15 Multiple instances of late payments without prior arrangements may result in the termination of the License Agreement and refusal of access to our facilities.
- 7.16 Re-issuing of a License Agreement to group, organisation or person that previously had a License Agreement with our church terminated, will require the agreement of the Minister and Church Wardens and also a

majority vote of the Parish Council (a wider group of elected church officials).

- 7.17 Regular Users should give at least 6 weeks warning if they intend to end their usage of our facilities.
- 7.18 If you are no longer using our facilities, your keys should be returned no later than 7 days after your last event / meeting. Your bond amount will be refunded when the keys are returned if there are no issues.
- 7.19 An extra usage by Regular Users must be booked with the church office.
- 7.20 Note that the limitations of use and detailed conditions of use (see above at Section 4) apply to all Regular Users.

## **8 Other Information**

- 8.1 This policy is subject to review and amendment in June each year - so that it is current when new contracts come into force on (often on July 1<sup>st</sup>).
- 8.2 Note that any particular circumstances that do not fall under the areas addressed in this policy should be referred in writing to the church office – preferably via email ([office@keac.com.au](mailto:office@keac.com.au)).

We hope that you, and your group members or guests, enjoy the use of our facilities.

**KEAC Parish Council – September 2018**