



182-222 Lake Road, Wallsend

CONDITIONS OF USE

Wallsend Seventh-day Adventist Church reserves the right to hire its complex under the conditions outlined below and will attempt to continue to hire the complex on a case-by-case consistent basis to all clients.

1. The property on which Wallsend Seventh-day Adventist Church is situated is a smoke, alcohol and drug free zone.
2. Wallsend Seventh-day Adventist Church will not accept responsibility for injury to any person or persons or loss or damage of merchandise and personal items left on the premises, prior, during or after use of the complex.
3. The maximum occupancy of the complex must be adhered to i.e. Hall 1 is a maximum of 460 persons, Hall 2 a maximum of 150 persons
4. All items are to be returned to the agreed condition and the floor must be left clean. If not an additional fee will be charged at cost plus \$50.00.
5. A tuning fee of \$200.00 will apply if the piano is moved.
6. All surfaces and appliances in the kitchen must be thoroughly cleaned and restored to the agreed condition. If not an additional fee will be charged at cost plus \$50.00
7. All refuse is to be removed from the complex.
8. The consumption of food and/or beverages of any kind are not permitted inside the complex unless prior arrangements have been made at the time of booking.
9. No animals or pets are allowed on the church premises unless prior arrangements have been made.
10. The cost of repair of any damage caused to the property and/or equipment will be charged to the hirer. All damage must be reported to the Booking Clerk immediately following the use of the complex. It is the responsibility of the hirer to arrange appropriate insurance cover.
11. Fasteners of any kind i.e. staples, nails, sticky tape, etc. are not to be used for the fixture of decorations. Blu-tak, or similar, may be used with extreme care on metal window surrounds noting that any damage caused is the responsibility of the hirer. The hirer must remove and dispose of all decorations.
12. All areas, other than those hired, are considered to be 'out-of-bounds' to function participants. Use of any areas or equipment not included on the booking form will incur an additional hiring fee in accordance with the schedule of fees. Additional penalties may also be incurred.
13. The hirer, together with any equipment or goods, must vacate the premises at the allotted time as stated on the booking application (no later than midnight if booked at night). Should the premises not be vacated at the allotted time, then an additional fee of \$31.00 per half-hour or part thereof will be charged.
14. The complex must not be left unlocked and unattended at anytime. At the completion of the booking the hirer must check that the complex is locked and alarmed and all electrical equipment, e.g. data projectors, is turned off. If not an additional fee will be charged at cost plus \$50.00
15. No person shall bring into the complex, glitter, naked flames, helium balloons or smoke machines.
16. All persons attending the complex must observe parking rules and regulations. Vehicles must not be parked on the portico area, or covered area of Hall 1 and 2.
17. Consideration should be given and must not cause distress or inconvenience to the nearby residents. Departure from premises must be quiet and orderly. The permissible noise levels shall comply with the relevant requirements of the *Environment Protection Policy*
18. It is the responsibility of the hirer to comply with the provisions of the current Child Protection Policy
19. It is the responsibility of the hirer to ensure the health and safety of all persons using the complex

I agree to the Conditions of Use stated above

I have public liability and general insurance to cover any person attending the function and any property of any person attending the function. A Certificate of Currency will be provided a minimum of five (5) days prior to the proposed function.

I accept responsibility for any damages or theft of fixtures, fittings and equipment from Wallsend Seventh-day Adventist Church incurred during a function.

Signed: _____ Date: _____

Print name (Block letters) _____