



# Venue Hire

We would love to share our space with you.

See [bondichurch.org/venuehire](http://bondichurch.org/venuehire) for features, capacity and photos of premises.

Premises	Location	Pricing
Bondi Beach Church Hall	Ground Level, 60 Wairoa Avenue Bondi Beach	\$66 / hr, with discounted rates available \$425 / day, (i.e. 8 hrs)
Bondi Beach Church Studio*	First Level, 60 Wairoa Avenue Bondi Beach	\$66 / hr, with discounted rates available \$425 / day, (i.e. 8 hrs)
St Mary's Church**	240 Birrell St, Bondi Junction	Please enquire.

*\*Only available during NSW public school holidays*

*\*\*As this building is consecrated, permission must be granted by our Bishop to hire this building.*

## Terms and Conditions

### 1. Availability of premises

1.1 Premises are available between the hours 8am-9pm Monday – Saturday only. The premises are not available to hire on Sundays.

1.2 The start and end times of hire must include all time required on the premises, including set-up and pack-up time. Users only have access to the premises during the time booked.

1.3 One-off hire has a 4 hour minimum hire period.

1.4 Regular venue hire longer than one school term in duration is agreed by negotiation each term/quarter.

1.5 Venue hire requests must be made at least 10 days prior to the hire period commencing.

## **2. Deposit and costs**

2.1 All hirers must pay a non-refundable deposit to secure their hire period: 20% of total fee for a one-off hire, 10% of quarterly fee for ongoing regular hire.

2.2 All balance payments must be made in advance of the hire period commencing. For regular hire, this is usually termly/quarterly. Invoices will be sent with minimum 14 day payment terms.

2.3 A 10% surcharge is applied for late payments.

## **3. Insurance**

3.1 Our property trust guidelines state that a hirer is required to provide evidence of their own public liability policy of minimum \$10 000 000. A Certificate of Currency for Public Liability Insurance must be provided to the Venue Hire Coordinator prior to the hire period commencing.

3.2 The Hirers have a duty of care toward any person attending the event/function/class to ensure that it is run in an orderly manner and not place any person or property at risk to injury or damage.

## **4. Venue Hire Licence Agreement**

4.1 Hirers must give details of the intended use of the premises so the Venue Hire Coordinator can ensure the use complies with the requirements of our Property Trust guidelines. (If it does not and we cannot allow you to use our premises, any deposit made will be refunded).

4.2 A formal Licence Agreement must be in place before the Hire period commences. This Agreement is a legal document to be signed by both parties outlining terms and responsibilities.

4.3 Once this Licence Agreement is signed, the Venue Hire is considered confirmed.

4.4 If the actual use of the premises is less than the confirmed hours, the full amount still needs to be paid.

## **5. Building Hire Conditions**

The Hirer must agree to the following (further outlined in the Licence Agreement). The Hirer:

5.1 is to only use the Premises for the Permitted Use and for no other purpose.

5.2 is not to do on the Premises anything which in the opinion of the Church Wardens may be or become a nuisance, disturbance or annoyance, or which offends or may offend the religious susceptibilities of members of the Anglican Church of Australia.

5.3 is not to sell, distribute or consume alcohol unless this has been expressly permitted by the Licensor in writing and any conditions imposed by the Licensor in giving permission are met.

5.4 is not to damage or alter the Premises or any furniture or fittings in the Premises.

5.5 is to ensure that all doors and other means of access are closed and locked when the leaving.

5.6 is to remove any rubbish generated, and is to leave the Premises clear, clean and available for use by other persons.

5.7 is to give prompt notice to the Venue Hire Coordinator of anything in the Premises likely to cause any danger, risk or hazard to the Premises, or any person.

## 6 Cancellation policy

6.1 If the venue hire agreement is cancelled more than 10 days prior to the hire period commencing, the non-refundable deposit will be retained, and any balance payment will be reimbursed.

6.2 If a cancellation is made less than 10 days before the event, the full hire amount will be charged.

6.3 Requests for changes to regular ongoing venue hire arrangements (that have already been confirmed in writing), must adhere to Clause 4.4 on a termly/quarterly basis.

## More questions? Please be in touch.



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