

APPLICATION FOR HIRE

Please complete all sections with a blue heading box and forward to facilities@gracelife.com.au

HIRER DETAILS

Name of Organization/Club _____

Contact Person _____

Mobile No. _____ Work No. _____ Home No. _____

Email _____

EVENT DETAILS

Type of activity/function? _____

Start date of activity/function _____ Approximate number of people _____

One-Off Booking OR Recurring Booking

DAY OF THE WEEK	DATE	Access Time (am/pm)	Function Start Time (am/pm)	Function Finish Time (am/pm)	Cleaning Time (estimate)	Departure Time (am/pm)	Total No. of Hire Hours (per day)
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Total Booking Hours							

PLEASE NOTE:	<ul style="list-style-type: none"> * Times must include set-up time and pack-down time required. * Times must include the estimated time required for Cleaning. (Estimated time Will be determined in discussion with Facilities Management.) * If the hire time goes longer than the agreed time, the cost per hour will be deducted from the bond held.
---------------------	--

HIRE OPTIONS Map of Facility (P. 5)

- | | | | | | |
|------------|--------------------------|----------------|--------------------------|----------------|--------------------------|
| Auditorium | <input type="checkbox"/> | Meeting Room 2 | <input type="checkbox"/> | Meeting Room 1 | <input type="checkbox"/> |
| Main Foyer | <input type="checkbox"/> | Meeting Room 3 | <input type="checkbox"/> | Board Room | <input type="checkbox"/> |
| | | | | Room 5 | <input type="checkbox"/> |

ADDITIONAL HIRE OPTIONS (One-off bookings)

TECHNICAL

- | | | |
|---------------------------------|--------------------------|-------------------|
| Sound Equipment | <input type="checkbox"/> | \$75 (negotiable) |
| Sound Technician | <input type="checkbox"/> | \$60/hr |
| Multi-Media Equipment & Screens | <input type="checkbox"/> | \$55 (negotiable) |
| Multi-Media Technician | <input type="checkbox"/> | \$60/hr |

START TIME

FINISH TIME

_____	-	_____
_____	-	_____

HIRE INCLUSIONS (One-off bookings)

- | | | | | |
|----------------------|--------------------------|----------------|--------------------------|-----------------------|
| Office Kitchen | <input type="checkbox"/> | Parents Room | <input type="checkbox"/> | No. required
_____ |
| Back Kitchen | <input type="checkbox"/> | Trestle Tables | <input type="checkbox"/> | |
| Servery - Main Foyer | <input type="checkbox"/> | | | |
| | | | | |

SCHEDULE OF FEES

Booking Deposit	\$50 or 10% deposit
Key Bond	\$100
Cleaning Bond	\$60 per hour

Auditorium	\$120 per hour
Main Foyer	\$ 85 per hour
Auditorium + Main Foyer	\$190 per hour
Meeting Room	\$ 65 per hour
Auditorium + Meeting Room	\$170 per hour
Auditorium + Meeting Room + Main Foyer	\$230 per hour

CHECKLIST (to assist in processing your application, please complete the following checklist)

- | | | |
|--|------------------------------|-----------------------------|
| Will you be selling or serving food at this event? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Will there be children attending your event? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Have you allowed for set-up, pack-up, and cleaning time in your Hire time? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Have you provided a copy of your Public Liability Insurance Certificate? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

TERMS & CONDITIONS OF FACILITY HIRE

1	APPLICATION FOR HIRE FORM	Applications must be lodged on the official APPLICATION FOR HIRE form. Before sending to facilities@gracelife.com.au , ensure you have completed all sections with a blue heading box and signed and dated the Declaration/Acceptance of conditions of use. Only return pages 1,2 and 5 to have your application processed.
2	BOOKING DEPOSIT	A booking bond of \$50 or 10% deposit is to be paid to Gracelife Church within 7 days of booking (if requested). An invoice will be emailed to you for payment once your booking has been approved. The booking deposit shall be forfeited in the case of cancellation of booking within 7 days prior to the hire date. If cancelled more than 7 days prior to the hire date, 100% of the Booking Deposit may be refunded.
3	HIRE CHARGE	Payment of the Hire Charge must be paid in full 3 days prior to the use of the facility . Keys will not be released unless payment is made.
4	HIRER	Persons using the facility and any adjacent Gracelife Church property shall always conduct themselves with decent behaviour. The Hirer is responsible for the condition of the hired venue. The Hirer of the facility shall be solely and entirely responsible for carrying out and complying with the requirements of these policies and procedures. Any damage to the buildings, fixtures, fittings, furniture, etc shall be paid for by the Hirer at such costs as may be assessed by Gracelife Church.
5	FACILITY CARE	The hirer of any part or parts of any facility building or property shall maintain and keep the premises in good order. Gracelife Church may at any time require that the hirer, prior to the time of hire, deposit with Gracelife Church an amount estimated to cover any damage that may occur during the term of hire.
6	HIRE SUPERVISOR/ GRACELIFE PERSONEL	Any person duly authorised by Gracelife Church, including the hire supervisor, sound-technician, and multi-media technician, shall at any time be permitted free access to the facility buildings and any part thereof and shall have authority to enforce these policies and procedures.
7	APPLICATION	Gracelife Church reserves the right to refuse an application for hire.
8	CANCELATIONS	If the Hirer needs to cancel the booking, one week's notice is required. A booking may be cancelled at any time and money refunded if the premises are required for Gracelife Church purposes. Gracelife Church reserves the right with due notice to utilize its facilities notwithstanding current bookings. The facilities are for hire on an "as is" basis and it is the Hirer's responsibility to provide any extra equipment required for a particular function (with prior permission).
9	BOOKING TIME	Access to the Gracelife Facility will be for the agreed booking time outlined on the application form as agreed by Facilities Management. Time required for set up or pack down must be booked not assumed and will be included in the hire fee. The Hiree will be charged per hour for any extra time taken outside of the agreed booking time.
10	SMOKING/ALCOHOL	Smoking within any Gracelife Church Facility is prohibited as stated in Health (Smoking in Public Places) Regulations 1999 and no drugs or alcohol are to be consumed on or near the premises. Failure to comply will result in the forfeiture of any bond paid.
11	KEY BOND	Before allocating a key Gracelife Church requires a bond of \$100 (if applicable/requested). The bond amount shall be refunded provided no keys are lost. The bond will take approximately three weeks to be refunded. If the key is lost there is a charge of \$100 per key for replacement. Keys will be available from Gracelife Church upon arrangement with the Facilities Management, and usually on the last working day prior to your booking.
12	CLEANING BOND	The cleaning bond of \$60 per hour will be determined by facilities management. Factors influencing the estimated cleaning bond required may include but are not limited to the involvement of food and catering, decorations and costumes, children, wet weather, or the type of event. *If cleaning takes longer than the hire time agreed to, the cost per hour for the extra time will be deducted from the bond held. If extra cleaning is required following your event the cost thereof will be deducted from the bond held.

TERMS & CONDITIONS OF FACILITY HIRE

Continued

13	DECORATIONS	The driving of tacks, nails, and screws into any of the woodwork, walls, or any part of the building, furniture or fixtures is strictly forbidden, as is the use of blue tac, etc. No internal or external decorations are permitted to be erected without the approval of GraceLife Church.
14	FURNITURE/ EQUIPMENT	Facility fittings, crockery, cutlery, glassware, other utensils, materials, or furniture shall not be removed from the property. Hirers are responsible for their own setup and pack down of tables, chairs, and trestles. Please ensure that furniture is not dragged across floors. The Hirer shall not bring into the facility any furniture or fittings without prior approval from GraceLife Church.
15	ORDERLINESS OF GUESTS	It is the responsibility of the Hirer to ensure that no person behaves in a disorderly manner or causes a nuisance or annoyance. The Hirer must ensure the orderliness of guests and that decent behaviour is maintained both inside and outside the building (e.g., in the carpark and surrounding areas) before, during, and after the function.
16	CLEANING	The Hirer is responsible for all cleaning of the facility immediately following the conclusion of the hire. The Hirer shall leave the entire building/zone utilized in a thoroughly clean and tidy condition including: <ul style="list-style-type: none"> - Clearing and cleaning of all tables and surfaces. - Washing and putting away any kitchen utensils used. - Ensure all furniture that is used or moved is returned to its original location. - Sweep/vacuum/mop all floors that were utilized. - Ensure all toilets are clean and flushed and taps are turned off. - Collect and bag all rubbish. The Hirer at the end of the function must take all rubbish (including rubbish bags from all internal bins utilized, including toilet bins) with them on leaving the premises.
17	SECURITY	GraceLife Church reserves the right to require security/crowd control to be provided by the Hirer.
18	LOCK-UP	If a key has been issued, the Hirer is responsible for securing the premises at the close of the function. Any damage caused to the premises as a consequence of the Hirer failing to secure the premises shall be assessed and deducted from any bonds paid or charged to the Hirer for payment.
19	CONCLUSION OF FUNCTION	All hires must conclude by 11.00 pm – Monday to Saturday. (No hire on Sundays). Permission can be sought from Facilities Management to extend the closure time for cleaning after 11.00 pm. If cleaning takes longer than the hire time agreed to, the Hirer may be charged per hour for the extra time.
20	SIGN-IN/SIGN-OUT	On arrival and before leaving the facility, the person responsible is required to complete the Facility Sign-In/Sign-Out book.
21	WA HEALTH	It is the Hirer’s responsibility to ensure that all current WA Health Safe guidelines are followed by all members attending your function.
22	EMERGENCY	It is the responsibility of the Hirer to ensure that they have read and understood GraceLife Church’s EMERGENCY RESPONSE GUIDELINES for persons hiring GraceLife Church facilities.
23	INSURANCE	All applications need to be accompanied by a copy of the Group’s Public Liability Insurance . A copy of such insurance cover must be provided to GraceLife church with the completed copy of this application form. Any accident or injury to any person who may be present at the venue during the event organized by the Hirer shall not be a matter for which GraceLife Church is responsible. It will be the responsibility of the facility Hirer for consideration under his/her Public Liability policy.

INDEMNIFICATION

DECLARATION / ACCEPTANCE OF CONDITIONS OF USE

Upon acceptance of the hiring, the hirer undertakes to hold GraceLife Church and the employees of GraceLife Church indemnified against all claims which may be made against them for damages or otherwise, in respect of any loss, damage, death, or injury caused by or in the course of or arising out of the hiring of the venue or the property of GraceLife church during all periods when such venue is on hire to the hirer.

I/We hereby acknowledge we have received, read, and understood the conditions of hire applicable to holding a function at GraceLife Church in Malaga and agree to the hire fees, terms, and conditions contained therein.

Name (print): _____ Signature _____

Date _____

Name (print): _____ Signature _____

Date _____

BANK DETAILS *(Please provide your bank details below so we can refund your Bond following your function)*

Name of Account _____

BSB: _____

ACC: _____

If you have any queries regarding bookings,
please contact GraceLife Administration on:

Tel: **(08) 9209 1309**

Email: facilities@gracelife.com.au

GRACELIFE CHURCH FACILITY MAP

2 Exchange Rd, MALAGA



OFFICE USE ONLY

Date Received	/ /	Booking recorded by	
Booking approved	<input type="checkbox"/> Yes <input type="checkbox"/> No	Booking entered into the Calendar	<input type="checkbox"/> Yes <input type="checkbox"/> No
Client notified of approval status	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date emailed	/ /
Is key to be issued?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date Key to be issued	/ /

FACILITY HIRE COSTS

Hire Charge	Details	No. Hours	\$/ Hour	Cost
Facility Hire Cost			\$	\$
			\$	\$
			\$	\$
Additional Hire Costs	Sound Equipment <input type="checkbox"/> Yes <input type="checkbox"/> No		\$75	\$
	Media Equipment <input type="checkbox"/> Yes <input type="checkbox"/> No		\$55	\$
Facility Hire Cost				\$
Discount offered	<input type="checkbox"/> Yes <input type="checkbox"/> No			-\$
Facility Hire Cost (less discount)				\$

ADDITIONAL COSTS/BONDS

Additional Costs	Sound Technician <input type="checkbox"/> Yes <input type="checkbox"/> No		\$60/hr	\$
	Multi-Media Technician <input type="checkbox"/> Yes <input type="checkbox"/> No		\$60/hr	\$
Key Bond	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$
Cleaning Bond	<input type="checkbox"/> Yes <input type="checkbox"/> No		\$60/hr	\$
Facility Supervisor required	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> 0-2hrs	\$50	\$
		<input type="checkbox"/> 2-4hrs	\$100	\$
		<input type="checkbox"/> 4+ hrs	\$150	\$
Additional Costs/Bonds				\$
TOTAL HIRE COST				\$

Booking Deposit	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$50 <input type="checkbox"/> OR 10% Deposit <input type="checkbox"/>	\$
TOTAL HIRE COST (less booking deposit)			\$

INVOICE

Date Invoice Issued	/ /	Inv/No.	\$
Booking Deposit DUE BY	/ /	Booking Deposit RECEIVED ON	/ /
Balance of Hire Cost DUE BY	/ /	Balance of Hire Cost RECEIVED ON	/ /

CLEANING CHECKLIST

Date checked before use	/ /
Cleaning Checklist carried out	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date checked after use	/ /
Was extra cleaning required	<input type="checkbox"/> Yes <input type="checkbox"/> No
Time taken	
Tasks required/Comments	
Venue left in clean & tidy condition	<input type="checkbox"/> Yes <input type="checkbox"/> No
Venue Officer's Signature	

CHECKLIST	BEFORE		AFTER	
	YES	NO	YES	NO
Tables and surfaces cleared and clean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kitchen clean & dishes put away	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Furniture returned to its original location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floors clean & mopped	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toilets clean & flushed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rubbish bins emptied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rubbish taken with hirer			<input type="checkbox"/>	<input type="checkbox"/>

REFUND OF BONDS

Key returned	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date returned	/ /
Key Bond	Amount withheld \$	Amount to be refunded \$	
Cleaning Bond	Amount withheld \$	Amount to be refunded \$	
Total Bond Refund			\$
Bond Refund Paid	/ /	Payment No.	\$

OTHER PAYMENTS

Sound Technician	Name		Amount to be paid \$
Bank Details	BSB	ACC	
Date Paid	/ /	Invoice No.	\$

Multi-Media Technician	Name		Amount to be paid \$
Bank Details	BSB	ACC	
Date Paid	/ /	Invoice No.	\$

Hire Supervisor	Name		Amount to be paid \$
Bank Details	BSB	ACC	
Date Paid	/ /	Invoice No.	\$

Cleaning (extra required)	Hours		Rate \$60/hr
	Name		Amount to be paid \$
Bank Details	BSB	ACC	
Date Paid	/ /	Invoice No.	\$