

# ST JOHNS LUTHERAN CHURCH



## **HIRER GUIDE AND CONDITIONS OF HIRE**

## Table of Contents

1	BACKGROUND, HISTORY & ARCHITECTURE.....	4
1.1	BRIEF HISTORY .....	4
1.2	GENERAL DESCRIPTION.....	4
1.3	PLACE OF STATE SIGNIFICANCE .....	4
1.4	RARITY.....	4
1.5	INTEGRITY & AUTHENTICITY .....	4
2	FACILITIES, EQUIPMENT AND SERVICES.....	5
2.1	AREAS AVAILABLE .....	5
2.2	EQUIPMENT AVAILABLE.....	5
2.3	SERVICES PROVIDED .....	7
2.3.1	Contact before hire.....	7
2.3.2	Contact during hire period.....	7
3	HIRE FEES, BOOKING POLICY & REFUNDS.....	8
3.1	HIRE FEES .....	8
3.2	BOOKING PROCESS .....	8
3.2.1	Tentative (pencil) bookings.....	8
3.2.2	Quotations .....	8
3.2.3	Confirming bookings.....	8
3.3	REFUNDS.....	8
3.3.1	Bond refunds.....	8
3.3.2	Cancellation refunds .....	9
3.4	OTHER COSTS.....	9
3.4.1	Possible incidental costs .....	9
4	LOCATION, PARKING AND PUBLIC TRANSPORT.....	9
4.1	LOCATION.....	9
4.2	PUBLIC CARPARK.....	10
4.3	PUBLIC TRANSPORT .....	10
5	HEALTH AND SAFETY.....	10
5.1	BUILDING CAPACITY.....	10
5.2	CONTROL OF CHILDREN .....	10
5.3	EVACUATION PLAN .....	10
5.4	FIRST AID, ACCIDENTS AND INCIDENTS .....	11
5.5	FOOD SAFETY .....	11

5.6	ORIENTATION.....	11
5.7	RUBBISH BINS AND CLEANING EQUIPMENT.....	12
5.8	SMOKING AND FIRE .....	12
5.9	UNACCEPTABLE BEHAVIOUR .....	12
6	OTHER CONDITIONS OF HIRE.....	12
6.1	LICENCES AND INSURANCES .....	12
6.1.1	Public Liability Insurance.....	12
6.1.2	Liquor licence .....	12
6.2	GENERAL CONDITIONS.....	13

# 1 BACKGROUND, HISTORY & ARCHITECTURE

## 1.1 BRIEF HISTORY

Completed in 1936 St Johns Lutheran Church was designed by the architect Richard Spanney (Spangenberg) in c.1934 using ironstone from Darlington. Prior to this, the Lutherans had a church and school in Fitzgerald Street on a block of land granted to them for this purpose by the Government. This was soon after the approval of their first pastor E. Fischer in April 1901, who established the first Lutheran congregation in Western Australia.

During the First World War Lutherans suffered considerable hostility because of their German ancestry. This resulted in a number of families returning to Europe after the War. Those who remained undertook to build a new church with funds from the sale of some property and with the help of members. Building materials used in the original church were re-used in the construction of the new church in Aberdeen Street. St Johns Church was dedicated on Sunday 07 June 1936.

## 1.2 GENERAL DESCRIPTION

The church is representative of small churches dating from the early to mid-twentieth century, particularly in its use of elements of the Gothic-style. The church has interest as a finely detailed Inter-War Gothic style building. Walls and buttresses are randomly laid Darlington laterite. Roof is tiled gable style over nave with dormer roof vents. There is a square crenelated tower on the south-western side. The previous hall was demolished and rebuilt between 2013-2014 in a style sympathetic to the original fabric of the Church between 2013-2014. The current St Johns Court building has close to 650m<sup>2</sup> of available floor space for multiple church activities and hire and was dedicated on Sunday 01 March 2015.

## 1.3 PLACE OF STATE SIGNIFICANCE

St Johns Lutheran original Church building is listed as a Place of State Significance at level 1 on the MRA Central Perth Heritage Inventory.

## 1.4 RARITY

The building is one of only two churches in the Perth metropolitan areas that are constructed from Darlington Laterite.

## 1.5 INTEGRITY & AUTHENTICITY

High

## 2 FACILITIES, EQUIPMENT AND SERVICES

### 2.1 AREAS AVAILABLE

Room	Capacity (number of persons)
<b>Total Venue Capacity</b>	<b>275</b>
Gathering Space	119
Lounge	32
Kitchen	12
Meeting room	22
Youth room	15
Graebner Hall	122
Teaching Rooms	34

### 2.2 EQUIPMENT AVAILABLE

Item	Description of Equipment Provided	Charges (refer to fees page for current charges)
Chairs (Graebner Hall)	112, timber/upholstered	Chairs included in Hall hire if client sets them out and stacks afterward. A fee applies if Hall staff perform this service.
Chairs (Gathering Space)	16, black/upholstered 12, blue/upholstered	Chairs included in Hall hire if client sets them out and stacks afterward. A fee applies if Hall staff perform this service.
Miscellaneous Folding Tables	15, 1830L x 760W x 740H (7-foot) plastic Folding tables 2, 700 x 1040H round, high-bar tables. 3, 700 x 500H small round tables <b>No tablecloths provided</b>	Use of these tables is free of charge. Clients may position them to suit during setup period. Folding tables must be returned to storage cupboard at the end of the hire.
Sound Equipment (Graebner Hall)	2 x EPSON X VGA 4:3 front projectors. 1 x EPSON X VGA 4:3 rear projector. 2 x Mackie powered main speakers 2 x powered fold back speakers. 2 x lapel radio microphone. 4 x hand held radio microphones. Microphone inputs on stage.  AV mixing desk containing:- - AV Matrix Switcher - DVD, CD/MP3, USB player	The use of this equipment is included in Hall hire. Only the Duty Warden may set up and operate the system.

	<ul style="list-style-type: none"> <li>- 2x TV Tuners</li> <li>- 2x VGA inputs</li> <li>- 2x HDMI inputs</li> <li>- Radio Mic. Receivers</li> <li>- WiFi Link</li> <li>- Yamaha sound mixer</li> </ul>	
AV Equipment (Meeting)	<p>55" Samsung Smart TV, Full High Definition</p> <p>Connectivity:-</p> <ul style="list-style-type: none"> <li>• WiFi Direct</li> <li>• VGA</li> <li>• HDMI</li> </ul>	
Sound Equipment (Church)	<p>4x JBL Speakers.</p> <p>200W stereo amplifier.</p> <p>Hearing aid loop.</p> <p>Proprietary audio mixer.</p> <p>CD, USB player.</p> <p>2 x lapel radio microphones.</p> <p>2 x hand held radio microphones.</p> <p>Lecturn microphone.</p> <p>Handheld corded microphones.</p> <p>Yamaha mixer on balcony for stage microphone sockets.</p>	<p>The use of this equipment is included in the hire.</p> <p>Only the Duty Warden may set up and operate the system.</p>
Lights & stage systems (Church)	<p>8 x 750 W Profiles mounted on brackets front of house</p> <p>4 x 500 W Profiles mounted front of house</p> <p>1 x Genie motorised platform suitable for focusing Profiles</p> <p>12 x 575 W Parnels, mounted on motorised fly</p> <p>1 x Jands light desk and table</p> <p>3 x Jands dimmer racks, capable of supporting additional lighting</p> <p>Side fill lights</p> <p>Motorized Viennese curtain, dark blue velvet (lifts up)</p> <p>Adjustable fixed flats</p>	<p>Lights are default set to illuminate entire stage. The Duty Warden can turn these on and dim as required free of charge. Refocusing of lights, (e.g. onto the floor) hanging gels, etc. charged on a per light basis.</p> <p>Only the Duty Warden may set up and operate the system. Additional fees apply. Generally a second Duty Warden will also be required.</p>

	Black drapes for the rear of the stage if desired 3-phase power stage right and Lower Foyer	
Light system (Church)	Lighting controller with 10 preset scenes.	
Projector and screen (Church )	EPSON Full X VGA 4:3 Projector Remote control motorised drop-down screen. DVD/ VHS tape player. VGA & audio input Controlled from balcony.	Additional fees apply. Generally a second Duty Warden will also be required.

## 2.3 SERVICES PROVIDED

### 2.3.1 Contact before hire

The Office Administrator is generally available Monday to Thursday and can be contacted at the St Johns Office on Ph.(08) 9227 8072 to:

- Answer questions and send information and floor plans.
- Take bookings and arrange for invoicing.
- Arrange appointments for pre-hire inspections of the venue during business hours.
- Provide the details of organist, caterers & flower arrangers.

### 2.3.2 Contact during hire period

**A Duty Warden** will be present throughout the hire period to:

- Unlock the building at the agreed start of the hire time & remain on-site until the building is vacated.
- Be on call to provide cleaning materials and assistance for any spillages or glass breakages during the course of the hire. Except during meal breaks, the Duty Warden can be found in the church or in the Hall.
- If you have paid for these services, the Duty Warden will set up the chairs and tables prior to the start of the booking.
- After the function is over, please stack the chairs 3 high and leave in the Hall. It is your responsibility to pick up any rubbish and to vacuum the hall to remove debris, and to leave the kitchen quite clean.
- No smoking is permitted in the building.

## 3 HIRE FEES, BOOKING POLICY & REFUNDS

### 3.1 HIRE FEES

Hire fees are set out in a separate document accompanying this Hire Guide.

Setup and takedown (also known as “bump-in” and “bump-out”), as well as clean-up must be booked in advance and are charged at regular rates.

Drop off and pick up of gear outside booked hours are not charged for, provided they are scheduled at a time when the Hall is staffed and this activity won't interfere with other bookings.

### 3.2 BOOKING PROCESS

Please ring the St Johns Office Administrator on Ph. (08) 9227 8072 to confirm the hall's availability, arrange a tour of the facility, make a pencil booking, and obtain a quotation.

#### 3.2.1 Tentative (pencil) bookings

Pencil bookings will be held without deposit for 2 weeks. If a deposit hasn't been paid within this time, it will be assumed that you do not wish to proceed with your booking.

#### 3.2.2 Quotations

When requesting a quotation please give the time required for access for setup, the start and finish time of the event, and the time the facility will be vacated after clean-up. Most events involving food and drink will require an hour's clean-up time.

#### 3.2.3 Confirming bookings

To confirm a booking: 20% deposit of the hire + \$300 (\$500 for multiple rooms) bond is payable within 2 weeks of making a booking. The balance is payable 2 weeks before the date of the hire.

### 3.3 REFUNDS

#### 3.3.1 Bond refunds

The bond will be refunded if, in St Johns opinion, the hall is vacated on time, undamaged and in a reasonably clean condition.

**On time:** Events that run past the booked time will incur extra charges both for hall hire and Duty Warden on a quarter-hourly pro-rata basis based on the published fees.

**A reasonably clean condition** means:

- Rubbish removed to rubbish bins,
- Tables cleared, cleaned & put away,
- Floors vacuumed to remove debris,
- Spills wiped up (preferably at time of spillage) and breakages cleared,
- Kitchen, if used, is left clean and tidy



- If arrangements have been made for linen, cutlery or crockery or any other materials or equipment to be left behind for later collection, they must either be thoroughly cleaned or carefully sealed in crates and plastic bags to exclude vermin, and left in the Lounge.

A Duty Warden is on hand to supply cleaning equipment and materials if required. If the Hall is left in a dirty or damaged condition, or if the event goes more than fifteen minutes over the specified time of hire, part or the entire bond may be withheld to cover the costs of cleaning, repairs, security and/or hire fees.

The bond fee will be refunded by cheque on receipt of advice from the Duty Warden that the Hall was left on time, undamaged and acceptably clean. Allow up to 4 weeks for processing.

### 3.3.2 Cancellation refunds

- For cancellations notified 28 or more calendar days before the event—10% cancellation fee will apply.
- For cancellations notified 27 to 8 calendar days before the event—a 50% cancellation fee will apply.
- For cancellations notified any time within and including 7 calendar days prior to the event—the full hiring fee is forfeit.

## 3.4 OTHER COSTS

### 3.4.1 Possible incidental costs

The following are not fees paid to St Johns; they are listed merely to aid planning:

- **Licences and insurance** See under Other Conditions of Hire.
- **Equipment** Additional tables, additional chairs, and audio visual equipment may be hired through any appropriate supplier. Arrange drop off and pick up times with the Office Administrator
- **Catering** You are free to choose your own appropriate caterer for your function. St Johns also has a catering group and their details are available from the Office Administrator if you are interested. If you are considering self-catering please see the section on Food Safety

## 4 LOCATION, PARKING AND PUBLIC TRANSPORT

### 4.1 LOCATION

St Johns Lutheran Church is located at 16 – 18 Aberdeen St, Perth directly opposite Museum Street.

At St Johns temporary parking for 2 limousines is allowed, during wedding & funeral ceremonies, in the courtyard by the Church.

As parking is limited around St Johns it is suggested that either metered street parking, public carparks or public transport is used.

## 4.2 PUBLIC CARPARK

There is a public carpark directly below St Johns Court, which is accessible via Slyth Way just off Newcastle Street. Parking payment is via ticket machine in the carpark which is entirely operated by Secure Parking, not St Johns. The carpark is open between 6:30am and 11pm and is automatically locked outside these hours.

## 4.3 PUBLIC TRANSPORT

- St Johns Lutheran Church is a short walk from Perth Train Station through the Cultural Centre & up Museum Street.
- Blue Cat stop no. 6 is opposite.

# 5 HEALTH AND SAFETY

Please ensure that the following rules are adhered to, and make them known, as appropriate, to everyone using the Hall.

## 5.1 BUILDING CAPACITY

The maximum number of persons to be accommodated at any function is 250. By admitting a greater number than permitted, the hirer is liable to prosecution by City of Perth and forfeiture of all or part of their bond.

## 5.2 CONTROL OF CHILDREN

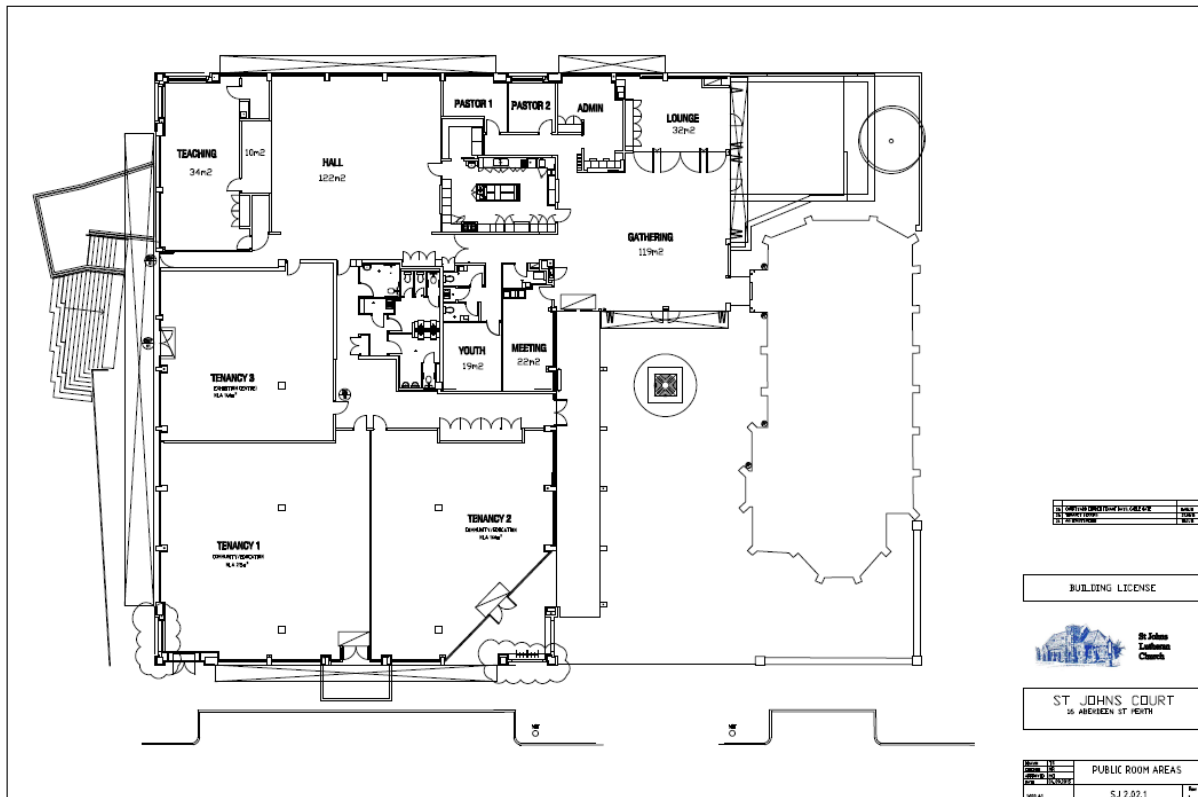
While children are welcome, a heritage building presents special dangers and temptations. Children must be kept under strict adult supervision at all times. They must not be allowed to play in the Church. The Kitchen is off limits to all young children.

## 5.3 EVACUATION PLAN

A complete evacuation plan is on file in the Office and may be referred to by any hirer who wishes to review it. The main points of the plan are:

- It is essential that all hirers familiarise themselves with the layout of the hall and the operation of emergency doors at the commencement of hire.
- The Duty Warden is Chief Warden in any emergency evacuation. A person responsible for the hire or a person appointed by the hirer will be the Deputy Warden. Licensed security guards should also act as wardens.
- The building's fire alarm produces a loud distinctive "whoop whoop" sound. An evacuation may also be announced in the absence of the alarm.
- In the event of a fire or other emergency requiring evacuation, the Chief Warden will direct which exits should be used.
- The Duty Warden should direct people to safely cross Aberdeen Street to the Assembly area. Everyone should remain at the assembly point until the all clear is given.

- Disabled persons will be assisted by the wardens, who may designate others who are able to help.
- The Chief Warden and any designated helpers should check all areas of the Hall for people left behind including the toilets, Church, kitchen, Hall, Youth & Teaching Rooms.



#### 5.4 FIRST AID, ACCIDENTS AND INCIDENTS

First aid kits are available in the Kitchen. If required please contact the Duty Warden. In the event of an accident or incident the Duty Warden should be notified. Lists of all emergency numbers are with the first aid kit.

#### 5.5 FOOD SAFETY

All professional caterers who work at St Johns Court need to be properly registered with their local government authority. Those who have not worked at the venue before will need to present evidence of registration. Self-catering is permitted at St Johns Court to a limited degree. Cakes, biscuits, oven ready commercially prepared foods and similar low risk foods are permitted. For other foods, self-caterers need to be aware of the increased risks of handling and transporting food in bulk for large numbers. They will be asked to review food handling information and to complete a food safety plan.

#### 5.6 ORIENTATION

At the commencement of the hire, the Duty Warden will briefly explain the workings of the Hall i.e. lighting, power outlets, firefighting equipment, and the evacuation procedures. Please allow 10

minutes. It is a good idea to announce the location of the emergency exits at the beginning of your function.

## **5.7 RUBBISH BINS AND CLEANING EQUIPMENT**

A broom, dustpan and vacuum hose are always available from the Cleaners Cupboard between the Toilets. The rubbish bin is located in the kitchen. This then needs to be emptied into the large bin in the back courtyard. More extensive cleaning supplies are available on request. If there is a spillage or broken glass the Duty Warden should be notified immediately.

## **5.8 SMOKING AND FIRE**

Please do not block or lock emergency exits. Ensure that no smoking or other flames are permitted anywhere in the building. No light fitting may be interfered with, covered or decorated any way.

## **5.9 UNACCEPTABLE BEHAVIOUR**

No person using the Hall shall: behave in a disorderly manner, use any profane or indecent language, be in an intoxicated condition, or create or take part in any disturbance, or cause any nuisance or annoyance to the owners or occupiers of any adjoining property or property in the vicinity of St Johns Court.

# **6 OTHER CONDITIONS OF HIRE**

## **6.1 LICENCES AND INSURANCES**

### **6.1.1 Public Liability Insurance**

Businesses and organisations must provide a Certificate of Currency proving public liability cover of \$20M or more. Community groups not possessing Public Liability Insurance must discuss this with the Facilities Coordinator.

### **6.1.2 Liquor licence**

Applications for occasional liquor licences can be obtained from the Department of Racing, Gaming and Liquor at [www.orgl.wa.gov.au](http://www.orgl.wa.gov.au) (click on Liquor, Application Kits and Occasional Licence). You must apply for a licence at least two weeks before an event. Except where a licensed caterer is engaged, the following types of events require an occasional liquor licence:

- Events where alcohol is sold, or supplied as part of a ticket price;
- Events where alcohol is provided to sponsors, volunteers or clients;
- Events where alcohol has been paid for out of members' fees, including social club events. There are some exceptions for small events (up to 75 or 100 persons) under specific conditions.

The following types of events generally do not require a licence:

- Weddings;
- Most BYO events;
- Business events that are totally in-house (no clients, sponsors or suppliers).

## 6.2 GENERAL CONDITIONS

In return for the use of the Hall and services, it is expected that you will:

1. Complete and sign an application form acknowledging that all the conditions set out in this document are understood, and ensure that all the conditions are met.
2. Pay the bond specified in addition to the hire fees and other fees if applicable.
3. Advise the Office Administrator if alcohol is to be served, even if no liquor licence is required.
4. Conclude your function on schedule. Additional costs will be incurred for exceeding finishing time.
5. Leave the Hall in a reasonably clean condition.
6. Ensure that all air-conditioners are turned off.
7. Ensure that the urn/ovens and other appliances are turned off.
8. Comply with the provisions of the Environmental Protection (Noise) Regulations 1997. A breach of the Environmental Protection Act may result in a Noise Abatement Direction being served. Non-compliance with a Noise Abatement Direction is evidence of an offence, maximum penalty \$5,000.00.
9. No property, chattels, equipment, fixtures or fittings are removed from the Hall.
10. Return the Security Swipe Card (if issued) within 3 working days of completion of the hire. If not returned the cost of a new card will be deducted from the bond.
11. Where the right to provide catering services to hired spaces has been granted by St Johns to any person or persons, such services may only be provided by the nominated person.
12. The use of the St Johns Court is at the discretion of St Johns Church Council/Office Administrator. All functions and events at St Johns Court must be appropriate to the dignity, heritage values and structural limitations of the venue as judged by the Office Administrator.
13. The Office Administrator, Pastors and Duty Warden(s) of St Johns Court shall at all times during the period of hire have free access to the building and every part thereof.
14. Failure to comply with all or any of these conditions may result in a forfeiture of all or a portion of the bond. In extreme cases, additional charges for cleaning and or repair of damage and a ban on future hire may be imposed.
15. **Indemnity:** Upon acceptance of hire, you bind yourself as the hirer to hold St Johns Court and the employees of St Johns, indemnified against 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, the property of St Johns Court during all periods when such venue is on hire to the hirer. However this indemnity only applies to the extent that such loss, damage, death or injury is caused by the negligence of St Johns Church Council.