



St John's Lutheran Church Perth Inc

Celebrating and sharing the love of God

1 ST JOHN'S COURT USER AGREEMENT

Name of Organisation/Group:

Contact Person:

Address:

Suburb:Postcode.....

Telephone: Home.....Work.....Mobile.....

Date/s facilities required:

Time/s facilities required:

St Johns Court standard hire rates are:

	Room	Capacity (persons)	Rate/ 1hr	Rate/ 4hrs	Rate/day	Subtotal Agreed Rate (if other)
<input type="checkbox"/>	Gathering Space	135	\$100	\$350	\$600	\$
<input type="checkbox"/>	Lounge	32	\$50	\$175	\$300	\$
<input type="checkbox"/>	Kitchen	12	\$175	\$550	\$1000	\$
<input type="checkbox"/>	Meeting Room	20	\$35	\$120	\$210	\$
<input type="checkbox"/>	Youth Room	10	\$25	\$80	\$150	\$
<input type="checkbox"/>	Graebner Hall	122	\$175	\$550	\$1000	\$
<input type="checkbox"/>	Teaching Room	34	\$50	\$175	\$300	\$
<input type="checkbox"/>	Audio-visual Operator		\$35	(minimum 2hrs)		\$
<input type="checkbox"/>	Duty Warden		\$35	(minimum 2hrs)		\$
<input type="checkbox"/>	Bond (refundable)	\$300 single or \$500 for multiple rooms use. Plus 20% of hire at time of booking.				\$
	TOTAL Amount (not including GST)	\$				

10% GST applies to these rates.

Combinations: Any combination gets 10% reduction on two rooms, 15% discount on three rooms etc.

Included with all rentals use of:

- St Johns & common toilet facilities, water fountain, parents' room
- Chairs and folding tables
- Kitchen rental includes: use of fridges, hydro-boil, microwaves, ovens, stoves, glassware, crockery, dishes, and cutlery (including tea-towels)

May include: Eastern courtyard with children's play equipment, under the condition that children are supervised by an adult at all times. Renters must clearly indicate this requirement to St Johns.



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2 TERMS AND CONDITIONS FOR USE

2.1 CLEANING

All renters are responsible for:

- Clean up in the toilets, kitchen and any rooms used
- Dispose of all rubbish in the large wheelie bin or take away with you is best
- Use the central vacuum hose located in the cleaner's cupboard between the St Johns toilets
- Put away all tables and restack chairs (3 high), except as otherwise directed
- Turn off all water taps, kitchen appliances, lights and air conditioning
- Clean and put away dishes, glasses
- Notify the St Johns Office Administrator of any building problems

2.2 RULES

- 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.
- Pay the bond specified in addition to the hire fees and other fees if applicable.
- Advise the Office Administrator if alcohol is to be served, even if no liquor licence is required.
- Conclude your function on schedule. Additional costs will be incurred for exceeding finishing time.
- Leave the Hall in a reasonably clean condition.
- Ensure that all air-conditioners are turned off.
- Ensure that the urn/ovens and other appliances are turned off.
- 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.
- No property, chattels, equipment, fixtures or fittings are removed from the Hall.
- Any losses due to breakages or theft caused by security breaches will be the responsibility of the hirer.
- Where the right to provide catering services to the Hall has been granted by St Johns to any person or persons, such services are provided only by such persons.
- The use of St Johns Court facilities 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.
- The Office Administrator, Pastors & Caretaker/Venue Supervisor of St Johns Court shall at all times during the period of hire have free access to the Hall and every part thereof.
- 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.
- All payments are to be made to St Johns Lutheran Church Perth Inc.



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- Security – all doors must be fully secured when the facilities are vacated and the alarm activated.
- Swipe card/key are to be returned to St Johns office within 3 working days following use of the premises.
- **Parking at St Johns is subject to conditions and illegal parking can incur fines from the authorities;** please refer the attached “St Johns Courtyard Car Parking & General Parking Information” procedure for detailed information.

3 PERSONAL HIRE/USE AGREEMENT

Persons hiring or using property of St Johns Lutheran Church accept responsibility for the safe custody of the property during the term of the hire or use.

I/We hereby confirm that I/we have read and fully understand and accept my/our responsibilities in entering into this User Agreement.

I/we have arranged my/our insurances to cover the liabilities listed above and to indemnify St Johns Lutheran Church and enclose evidence of this arrangement.

I/we understand that this agreement can be terminated by either party. St Johns reserves the right to cancel your booking. If this action is taken, St Johns will not be liable for any loss or damage resulting from the cancellation.

Date of Hire

Nature of Hire/Use

Name of Hirer/User (please print).....

Signed by the Hirer/User

Agreement Date

Bank Account Details for Bond Refund: Account Name.....

BSB.....Account Number.....

4 OFFICE USE ONLY

Deposit paidDate.....

Bond paidDate.....

Final balance paidDate.....

Bond refundedDate.....