

**ATTACHMENT 2 - PERSONAL HIRE AGREEMENT**

**ALL SAINTS' ANGLICAN CHURCH MITCHAM**

18 EDWARD STREET, MITCHAM VIC 3132  
ABN 99 109 503 192

**PERSONAL HIRE AGREEMENT**  
(Personal hire for Personal use)

Persons hiring or using buildings and other property of the Anglican Church accept responsibility for the safe custody of the property during the term of the hire or use. They are required to indemnify the Diocese for any liability arising from the hire and use of the buildings and/or other property.

I/we hereby confirm that I/we have read and fully understand and accept my responsibilities, as summarised above, in entering into this hiring agreement.

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

**or**

I/we request that the Diocese arrange insurance to cover these liabilities to \$2 Million and I/we agree to pay the premium calculated at \$25.00 per day. I/we accept that this insurance is subject to payment by me/us of the first \$250.00 for property damage.

**Tick one box only**

Date and time of Hire...../...../.....from .....am/pm to .....am/pm

**Facilities to be hired**.....

**Nature of Hire/Use** .....

**Hire fee including GST** \$.....

**Contact details of hirer**

Name.....

Address.....

Contact number.....

**Signed by the Hirer**.....**Date**...../...../.....

**Parish representative**.....**Date**...../...../.....

All Saints' Anglican Church, 18 Edward St, Mitcham, VIC 3132 ☎ (03) 9873 1210

## Obligations of the Hirer

1. To pay the hiring charges in the manner and time agreed.
2. To only use facilities that are part of this hire agreement.
3. To leave the facility in a satisfactory and clean condition.
4. To remove all rubbish.
5. Not to remove anything owned by the Parish from the facility.
6. To lift (not drag) anything moved within the facility and to return to its original position.
7. Not to use any exhibits or decorations in the facility without the prior agreement of the Parish Representative.
8. To do no damage to the facility, its furniture and furnishings, accessories or environs and to report to the Parish any loss of damage to property and to pay for its repair or replacement.
9. Not to permit smoking within the facility.
10. To switch off all lights, fans, heaters/air conditioners and other electrical equipment before vacating the facility.
11. To secure windows and doors on vacating the facility.
12. To return any keys to the Parish in the manner and at the time agreed.
13. Evening functions should conclude by 12:00 midnight and the premises must be vacated by 1:00 am.
14. During the period of hire, to create no nuisance either by way of noise or otherwise so as to inconvenience adjoining owners or occupiers.
15. Not to carry out in or about the facility any illegal activity.
16. Not to permit the parking of vehicles in the Church driveways at any time.
17. The Hirer shall, at their own expense, and/or when directed by the Parish Representative, arrange for police attendance.
18. Not to permit barrels or drums for the storage of ice in the facility.
19. Not to sell liquor on the premises. The Hirer is reminded that it is an offence to serve liquor to minors.

### **Personal means:**

*The hirer is a person or an unincorporated group meeting for a non-commercial, non-political, non "cause/crusade" purpose where the meeting is not open to the general public and the hirer does not have a public liability policy. Examples of such activities are:*

- *A private birthday party, celebration, wedding reception*
- *Dance practice **not** associated with a dance school or lessons and no fees are charged*
- *Friends who want a venue to read plays/poetry etc (but **not** rehearsals for a show)*
- *Knitting groups who like to meet to compare work/ideas*
- *Musicians using premises for non-commercial purposes (but not musicians who perform elsewhere)*
- *Informal support/self-help groups*