

Hall Hire Policy

Adoption Date	22 Jun 2015
Last Review	21 Sep 2016
Next Review	21 Sep 2019
Revision Number	2



1 REVIEW POLICY

Every three years.

2 PURPOSE

To state under what circumstances we will hire out our halls to outside parties and the terms of such arrangements.

3 CONTENT

3.1 Uses considered to be parish activities

At Springwood Anglican churches, the Parish Council agrees that the use of the Sydney Anglican Property Trust property which it occupies is to be used by its members and for its members to the Glory of God. These uses include:

- 3.1.1 Worship Services
- 3.1.2 Community Services
- 3.1.3 Group study
- 3.1.4 Outreach
- 3.1.5 Funerals
- 3.1.6 Weddings
- 3.1.7 Social functions
- 3.1.8 Any other events endorsed by the Parish Council (or its authorised parties)

The parish council recognises the need to endorse these uses for the purposes of affording its members cover under its liability insurance.

For the purpose of 3.1.8 above the Parish Council authorises

- The Rector
- Any and all current Church Wardens
- The Parish Administrator

3.2 Uses not considered to be parish activities

Any other use of premises is not considered to be a parish activity.

Anglican Churches Springwood will not routinely hire out our buildings for regular on-going bookings – without specific approval by Parish Council.

In these circumstances the hirer must obtain a lease or licence agreement following the procedures described in the Sydney Diocesan Secretariat guideline: Leasing and Licensing Church Trust Property
<http://www.sds.asn.au/site/103133.asp?ph=cp>

Parish Council may choose to enter a licence agreement for a term up to 12 months (with or without an option to renew) for specific purposes.

It is accepted by Parish Council that, in line with this Parish property use policy, that where rent or a licence fee (but no associated costs such as cleaning) is applied then this is to be considered a 'Private' function and falls outside the above approved uses. Where rent or a licence fee applies then the hirer must provide a certificate of currency for Public or Legal Liability insurance covering their potential liabilities for the function.

3.3 Bookings

When an enquiry is made about booking one of our buildings (or part thereof),

- 3.3.1 first check availability in the relevant diary – kept in the Reception area. Also check Bookings on the database.
- 3.3.2 Advise that at present the date and venue are available but permission needs to be obtained from the relevant authorised person.
- 3.3.3 Also advise that if permission is granted, they will be required to complete a licence agreement– which can be collected from the church office or mailed out to them.
- 3.3.4 Also advise that they will need Public Liability Insurance (see below).
- 3.3.5 Make a tentative booking in the diary by pencilling in the details and record on the database.

Ensure the person is given the relevant "Property & Equipment User's Form" according to which building they are "hiring". If it is for a private function (e.g. birthday party), different procedures apply (see below).

3.4 Insurance requirements

This section applies to all uses other than parish activities:

Anglican churches are not covered by insurance for private events so the person (member or non-member) "hiring" the building needs to arrange Public Liability Insurance.:

- For a private event, e.g. a birthday or engagement party, if the person has a home contents insurance policy which contains third party liability cover across Australia, a copy of the certificate of currency and the relevant insurance conditions must be made available to the church office
- If the hirer has a specific third party liability policy, they must make a copy available to the church office
- If the hirer does not hold a suitable insurance they can buy a policy through the Diocese Insurance Co (Ansvar) or through any other insurance company. If using Ansvar, the Diocese subsidises the cost, so the cost of a one-off event is reduced to approx. \$60. To use Ansvar, simply complete the Application for Insurance form and send to Ansvar with a cheque.
- Cindy Wong advised (Feb 2012) that if Anglican organisations (e.g. Anglicare) wish to hire our buildings, they are covered by the Anglican insurance policy with Ansvar and don't need to provide a Certificate of Currency

If insurance is needed quickly, applicants can email the insurance form to Ansvar and pay over the phone (1300 650 540) using credit card.

3.5 Licence requirements

A Licence Agreement also needs to be completed

The licence must be signed by at least 2 wardens and the hirer, each signature must be independently witnessed at the time of signing.

Licence fees are as follows:

- \$1 Members (the minimum required for the licence to be legal)
- \$50 for small meetings
- \$100 for local schools and large groups and weddings, plus \$6/hr for air conditioning or heating
- \$150 - \$200 for commercial use, plus \$6/hr for a/c or heating

Wardens have discretion in liaison with rector. Payment is required at first meeting.

A bond of \$200 applies to all – members and non-members. The bond/deposit is usually made using a credit card voucher (available from the office). This voucher is not processed (no transaction is made) unless necessary after the event. Otherwise it is shredded.

Special Conditions: there is a "no alcohol" policy on church grounds.

3.6 Procedure

Once the completed paperwork has been signed by a warden and returned to the office, the booking can be confirmed in the diary and on the database. The paperwork is then filed under 'Hall Hire' in the filing cabinet.

A master copy of all forms is kept in the 'Hall Hire' file in our filing cabinet.

Original of Licence & Leasing forms can be found at: <http://www.sds.asn.au/site/103133.asp?ph=cp> For Wardens & Parish Councillors > Property > Leasing & Licensing of Church Trust Property >

File Path for forms: I: Admin/Forms/Building Bookings

- Application for Insurance
- Licence Agreement for Casual
- Licence Details for Casual
- Anglican Churches Springwood Property & Equipment User's Form
- Ministry Centre Property & Equipment User's Form
- Winmalee Property & Equipment User's Form
- Christ Church Property & Equipment User's Form

4 REVISION AND REVIEW HISTORY

Revision Number	Date	Changes/Comments
1	22 Jun 2015	Initial release
2	21 Sep 2016	Revised to remove specific references to 'ballet'