

Hiring Agreement

I and/or the organisation I represent commit to adhere to the conditions of hire throughout the duration of our use of the Calwell Alliance Church facilities. We understand that this is a church facility and as such certain activities which may be permissible elsewhere will not be appropriate within this facility. Activities that involve non-Christian worship/activities or the promotion of values contrary to the Bible must not take place in the venue. If there is doubt on this please seek clarification prior to hiring the facility.

Conditions of Hire

Cleaning

Casual users will be charged a cleaning bond of \$70 paid at the time of hiring. The bond will be refunded upon inspection of the building assuming the facility is left in a clean state. The building must be cleaned prior to leaving (to the standard at which it was found).

Alcohol Policy

The Alliance Church has a no alcohol policy in the building and its surrounds. Regardless of the nature of the event, alcohol is not permitted on the property.

Damage to Property

The cost of repairs to the grounds, the building or its contents, as a result of damage inflicted during the period of hire, will be charged to the hirer.

Issuing of Keys

Should you be issued with a set of keys to the building, you are not permitted to duplicate them or use them to access the building at any time outside the hours stipulated in the hiring agreement. Keys must be returned at the completion of the hiring period. Should you lose the issued keys, the security of the building will be compromised and a fee will be incurred. This fee will include the replacement of exterior door locks and, if necessary, the replacement of any interior door locks.

Advertisements

It is not permitted to display advertisements on the inside or outside of the building without the consent of the Alliance Church.

Child Safety

We ask that organisations hiring the building commit to upholding the ten Child Safe Standards identified by the Royal Commission into Institutional Responses to Child Sexual Abuse. Please confirm your organisation's commitment to upholding the Child Safe Standards by completing the declaration below.

Declaration of Commitment to Child Safe Standards

Our organisation, _____ commits to uphold the following Child Safe Standards:

1. Child safety is embedded in institutional leadership, governance and culture
2. Children participate in decisions affecting them and are taken seriously
3. Families and communities are informed and involved
4. Equity is upheld, and diverse needs are taken into account
5. People working with children are suitable and supported
6. Processes to respond to complaints of child sexual abuse are child-focused
7. Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training
8. Physical and online environments minimise the opportunity for abuse to occur
9. Implementation of the Child Safe Standards is continuously reviewed and improved
10. Policies and procedures document how the institution is child safe.

Our organisation understands and accepts that compliance with the Child Safe Standards is a condition of any lease or licence to occupy or otherwise use any property or facilities of the Alliance Church Calwell.

Signed: _____

Name: _____

Position: _____

Date: _____

For more information about the Child Safe Standards please see

<https://www.kidsguardian.nsw.gov.au/child-safe-organisations/become-a-child-safe-organisation/child-safe-standards>.

I understand all the above conditions of agreement and will comply with them YES

COVID 19 Safety Agreement

Due to the ongoing COVID 19 pandemic, extra safety measures will be put in place for those hiring the Alliance Church Calwell.

Cleaning

Although the building will be clean at the time of hire, you may wish to take extra precautions by wiping down some hard surfaces of concern. Both detergent and disinfectant are provided. Detergent is in the sink-cupboard. Disinfectant is in the top right-hand cupboard as you face the back-car park from the kitchen.

When cleaning up after your event, please ensure that after general cleaning, you disinfect hard surfaces particularly noting chairs, tables and bench tops.

Physical Distancing

Attendees are required to keep a minimum distance of 1.5m from one another. This rule applies to children as well as adults. Please encourage an environment where physical distancing is taken **very** seriously.

The 4 square metre rule requires that the number of attenders do not exceed the following limits in the following rooms.

Main Auditorium - 255 m2 max attenders = 63

Coffee Area - 80 m2 max attenders = 20

Kitchen – 14.8 m2 max attenders = 3

Back Room - 42 m2 max attenders = 10

Hygiene

Encourage people to thoroughly wash their hands regularly. Please provide your own hand sanitiser for those attending your function and encourage its use particularly before eating and drinking.

Records

You will be responsible to keep a record of all those attending your event. If you are a regular hirer, this record will need to be maintained for every meeting. The record will include name, address, mobile and email. This is necessary due to any possible community transfer of the virus and the potential need to contact trace. We suggest you keep such records for at least six months.

Hirer's Name _____

Signature _____

Date _____

One-Off Event

Description of Event _____

Facility required _____

Date: _____

Time period (including set up & cleaning time): _____ until _____

Recurring Event

Description of Event _____

Facility Required _____

Storage Agreement _____

Start date: _____ End date: _____ Day(s): _____

Time period (including set-up and cleaning time): _____ until _____

Total Agreed Cost: \$ _____

Name: _____

Organisation: _____

Phone: _____

Email: _____

Signature: _____

Date: _____

Witness Name: _____

Witness Signature: _____

Date: _____

Office Use Only
Approved/Not Approved

Signature _____
Alliance Church Representative

Date _____