

HILLS FAMILY CHURCH

VENUE HIRE



church@hfc.org.au

08 8188 0143

www.hillsfamilychurch.org

132 Main Street
Nairne SA

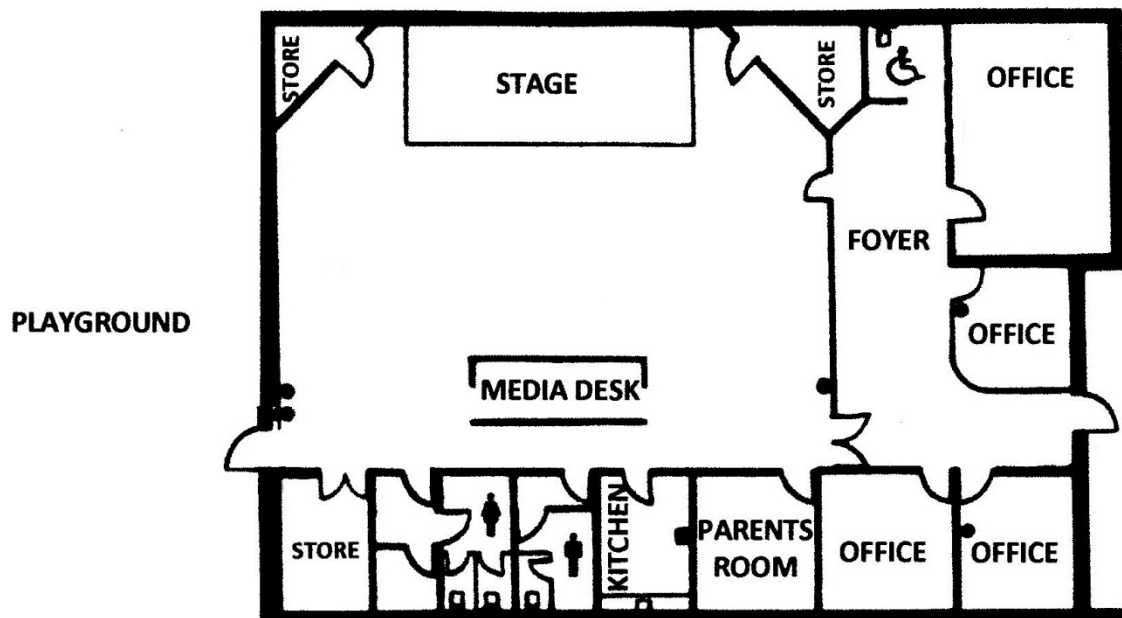
About the venue

Located on the main street of Nairne and centrally within the Adelaide Hills, this venue is ideal for a range of events such as:

- Meetings
- Community groups
- Training days
- Music lessons
- Craft days
- Birthdays
- Weddings
- Band rehearsals

This bright and modern facility includes a foyer, kitchen, parent's room, toilets, disabled toilets, coffee/tea stations, and a media desk. Adjacent to the building is an enclosed playground which is included in the venue hire. The facility is air-conditioned.

To make an enquiry or to book, please contact 8188 0143 or email church@hfc.org.au.



Available facilities

The venue has a number of facilities available for use by hirers, including trestle tables of various sizes, cafe-style tables and chairs, portable stage, and pew seating.

Catering

There are two beverage stations available, both with on-wall urns and a sink. Coffee and tea can be provided as part of the hire (for a fee).

A kitchen is available which includes a small oven, two microwaves, fridge, and kettle.

Sound and media

A fully equipped sound and media desk is available, including 24-channel mixer, computer, projector, cd/dvd player, and aux input. Dimmable hall lighting can be used as well as coloured spot lights.

Parking

Onsite parking is available with 50 spaces. Two parks are available for disabled parking. Vehicle access is available at the rear entrance to the auditorium; this can be used for deliveries.

Playground

Use of the playground is included in all bookings and restricted to children under the age of ten. Children need to be supervised at all times.

Fees and charges

The following standard rates apply for hall hire:

Hourly charge	Maximum charge	Bond
\$15.00 per hour	\$100.00 per booking	\$75.00 per booking

Payment is due within seven days of invoicing and can be made by direct debit. The hirer must contact the administrator to advise of any cancellation within 48 hours of the event booking.

A discount for not-for-profits will be applied at the discretion of Hills Family Church.

Additional services

There are a number of "add-on" services which you can also request as a part of your booking:

Light and sound operator	\$25.00 per hour
Tea/coffee station supplies	\$20.00 per booking

Other hire services can be arranged, including child minding and exam supervision. These services will incur additional fees.

Conditions of hire

In these conditions, HFC refers to Hills Family Church.

1. Applications/Bookings

- a) All applications must be on the official application form.
- b) All applicants must be 18 years or over.
- c) HFC reserves the right of refuse an application.
- d) Bookings will be taken up to six months in advance.

2. Charges

- a) Costs of hire and bonds are in accordance with the current fee schedule.
- b) Cancellations made less than one week before the hire date will forfeit the bond.
- c) The hirer may make application for a transfer to another date without forfeit depending on circumstances.

3. Regular users

- a) Regular users will make payment of hire charges on a monthly basis.
- b) Payment is due within seven days.
- c) Regular users must make a separate application for once off events.
- d) Regular users must allow set up and pack up time within the booked time slot.
- e) All hire agreements will be reviewed annually.

4. Bonds

- a) A bond as per the fee schedule will be applicable to some bookings.
- b) The bond is held against the following;
 - i. Damage to building or equipment.
 - ii. Additional cleaning
 - iii. Breach of conditions of hire
- c) The hirer will be liable for costs of damage in excess of the bond deposited.
- d) The bond will be refunded within fourteen days or deducted from the hire charge.

5. Restrictions

- a) The interior and playground is 100% smoke-free.
- b) Use of alcohol on site is only permitted with prior consent and following all applicable laws.
- c) Under no circumstances is the hirer to duplicate any keys which are the property of HFC.
- d) Confetti or other similar materials are not permitted inside the building.
- e) Decorations such as balloons or steamers are allowed inside the building provided they are cleaned away at the end of the function and adhesive does not cause damage to any furniture or paintwork.
- f) All deliveries to the facility are to be included in the agreed hire time.
- g) Noise levels must comply with the Environment Protection (Noise) Regulations. All activities must cease at midnight.
- h) Function set up and clean up is included within the time booked.

6. HFC responsibilities

- a) HFC will take every reasonable care and precaution to ensure that all utilities, services and equipment are in proper working order, but will not accept responsibility for breakdowns beyond their control.

- b) HFC will make every effort to provide the Hirer with clean and tidy facility.
- c) HFC is not responsible for any damage, theft or loss of items belonging to or the responsibility of the Hirer.

7. Hirer responsibilities

- a) The hirer is responsible for the behaviour of all persons attending the booked function or activity.
- b) Hirers are responsible for the insurance of their own equipment or supplies, which are stored or left at the venue.
- c) Hirers are responsible for any public liability in respect to their activity; HFC public liability will only cover injury, loss or damage as a result of any proven neglect or default of the Church.

8. Cleaning

- a) At the conclusion of the function/session the hirer shall:
 - i. Leave the entire building in a clean and tidy condition
 - ii. Place all rubbish in outside rubbish bins
- b) All excess rubbish must be removed by the hirer.
- c) All unused food or drinks must be removed from the premises unless otherwise arranged with the venue hire administrator.
- d) In the event that additional cleaning is required a \$30.00 surcharge will be payable.

9. Opening and closing

- a) Access to the building will be arranged at the time of booking. A member of HFC will be available to open and close the venue and ensure access to all facilities.

10. Disputes

- a) Any disputes concerning bond refunds must be made in writing and addressed to:

Attention Venue Hire Administrator

Hills Family Church

PO Box 387

NAIRNE SA 5252

HILLS FAMILY CHURCH

VENUE HIRE AGREEMENT

Please complete this form and return to church@hfc.org.au

Contact name: _____

Organisation: _____

Phone: _____

Email: _____

Postal address: _____

Function: _____

No. of guests: _____

Function date: ____ / ____ / ____ Function time: _____

HIRER'S DECLARATION

- a) I acknowledge that I have read the attached *Conditions of Hire and Fees and Charges* forms provided to me and I will undertake to comply with all aspects of these conditions.
- b) I understand that Hills Family Church does not provide public liability cover for my event.
- c) I agree that any changes requested after this time will only be allowed at the discretion of the Hills Family Church Venue Hire Administrator.

Signature: _____ Date ____ / ____ / ____

Privacy policy: all information collected will be held by Hills Family Church and will only be used for the purpose for which it was collected. An individual may view their personal information at any time and may correct any errors.