Community, Not-For-Profit & Salt Church Members

Venue Hire Terms & Conditions

2022/2023

275keira@saltchurch.info

saltchurch.

GENERAL INFORMATION

275 Keira St is a community space run by Salt Church Incorporated. Salt Church is pleased to offer the venue for organisations and individuals from the wider community to gather in.

Salt Church provides no warranty or claim that this venue is fit for whatever purpose that a proposed Hirer might wish to use it for. It is the Hirers sole obligation to make the determination that the venue is fit for purpose

Facility

- Access to all spaces on the ground floor of 275 Keira St are included when hiring the venue. This includes the large meeting space, kitchenette, 4 toilets (including accessible), attached smaller space and parents room facilities. The mezzanine is not available for hire or to be accessed.

- Items which may be used as needed include (and are not limited to):
    - 180 chairs
    - 2 high timber moveable benches (710x3100x1010mm)
    - 2 low timber moveable benches (700x2660x710mm)
    - 4 high square tables (700x700x1020mm)
    - stage
    - 2 wall mounted TVs
    - 3 fans
    - 5 trestle tables
    - lecturn
    - 2 hot water urns
    - 1 standard fridge with freezer
    - 2 outdoor gas heaters (outdoor use only)
    - 1 indoor electric heater

- Other items which may be hired/used upon request with approval include:
    - Sound equipment
    - Digital Projector
    - Tea and coffee facilitie
    - Cups, platters and other utensils

Conditions of Use

- Salt Church Inc. reserves the right to decline an application for booking of the venue and is under no obligation to advise the potential hirer of its reasons.
- The hours of venue use are between 8:00am-11:00pm.
- By law, the maximum capacity of the venue is 180 people.
- As a Salt Church member will be responsible for opening and closing the building during the hire, the Hirer agrees to pay an out-of-hours access fee of $150/2hrs if access is required outside these hours.
- There is to be no consumption or provision of drugs in or around the venue.
- Candles may be permitted upon request.
- No animals other than service animals are permitted at the venue.
- 275 Keira St is a non-smoking venue.
- Alcohol is permitted on the premises. You or your hired provider are required to email evidence of a liquor license and/or that all people serving alcohol hold a valid RSA certificate to the Events Manager when submitting all other booking documentation at least one week prior to the scheduled hire.
- Salt Church Inc. reserves the right, through its representatives, to close any function for failure to observe or comply with these terms and conditions.
- The Hirer must ensure that the neighbouring properties are respected in terms of noise and parking.
- For events open to the public, the Hirer must have their own Public Liability cover in place prior to accessing the building. Salt Church Inc may be able to provide cover under their existing policy however this will be determined by the insurer and as such Salt Church Inc provides no warranty in this regard.

First Aid

- There is a general-purpose basic first aid kit located by the fridge in the kitchen.
- The first aid kit can be used as necessary however please inform the Events Manager of any items that were used, so they can be replaced by Salt Church Inc.
- An incident report needs to be completed for any major medical incidents or damages to property that occurs at 275 Keira St. Please submit the report to the Events Manager within 24 hours of the completion of the scheduled hire. (Please see attached incident report form)
- For any major accident or injury, please call 000 and seek professional medical help.

Damages

- Any damages or breakages to the venue, its facilities and any other items that are the property of Salt Church Inc., including but not limited to sound equipment, chairs, lighting, fans, heaters, and hot water urns are the responsibility of the organisation/ individual signing the venue hire agreement.
- The organisation/individual signing the venue hire agreement indemnifies Salt Church Inc. against any claim which may arise out of their actions or failure to act in any particular way relating to the agreed use of the venue. This indemnity shall include personal injury, loss of value, loss of amenity or damage to the property, or any costs or expenses arising there from.
- For Community, Not-For-Profit and Salt Member events, any damages, breakages, or additional cleaning fees (at the discretion of the building manager) must be paid for by the organisation or individual signing the hire agreement.

- The approximate cost for replacement or repair of damaged or broken Items are as follows and may include but are not limited to:
    - Damaged Light Fitting or Fixture - $200 (+GST)
    - Damaged Internal Door and/or Door glass - $300 (+GST)
    - Damaged Window - $500 (+GST)
    - Plaster Damage (i.e. hole in wall) - $200 (+GST)
    - Broken Chair - $50 (+GST)
    - Broken Fan/ heater - $100 (+GST)
    - Minor Sound Equipment (i.e. Microphone, leads) - $100 (+GST)
    - Major Sound Equipment (i.e. Amplifier or Speaker) - $500 (+GST)
    - Coffee machine - $1000 (+GST)
    - Digital Projector or Wall-mounted TV - $1500 (+GST)

- Any individual (other than the employed sound and audio technician) that uses the sound equipment is liable for any damage or breakages as identified in the terms and conditions outlined.
- All equipment and personal items brought into 275 Keira St must be removed at the end of the scheduled hire or at an agreed upon time shortly after.
- An incident report form needs to be completed for all breakages and damages to Salt Church Inc. equipment and facilities. (Please see attached incident report form)

Cleaning

- Please take all food and all rubbish from 275 Keira St at the end of the scheduled hire and dispose of it appropriately.
- All areas of the venue must be left clean, tidy and clear of food scraps. All grey bins must be re-lined with black garbage bags and any major food mess and spills must be cleaned as necessary.
- 275 Keira St is to be left as it is found. Please allow 1 hour to ensure this happens.
- Salt Church Inc reserves the right to charge a cleaning fee of $110 if the venue is not clean and tidy at the end of the hiring period. To avoid doubt Salt Church Inc is the sole arbitrator as to whether such fee is payable.

Fees

- See attached fee schedule for current rates

FEES FOR VENUE HIRE

The following venue hire fees for 275 Keira St apply to community groups, not-for-profit organisations, and Salt Church members

Prior to the date of hire you will be issued with an invoice. Payment, a completed booking form, any necessary liquor license/RSA certificates, and a signed Terms and Conditions agreement are required one week before the date of hire.

If the scheduled hire is cancelled by the intended hirer or Salt Church Inc., a full refund of any payments made will be given.

In the event of damages, a $500 insurance excess or less will be charged in addition to these hire rates.

Hours of venue use are between 8am and 11pm.

Function Hire Venue Fees

	Fee (Including GST)
Venue hire fee per hour	$45.00
Venue hire half day (5 hours)	$200.00
Venue hire full day (10 hours)	$350.00
Venue hire overnight (24 hours)	$720.00
Venue cleaning fee (applicable if venue is not left as found)	$110.00
Event supervisor (required if >40 people in attendance, min. 2hrs)	$30.00/hour
Audio and visual equipment and support (min. 2hrs)	$30.00/hour
Out-of-hours access fee (2 hours)	$150.00

Please contact the Events Manager regarding any questions at 275keira@saltchurch.info

BOOKING FORM

Details of the event

Organisation/Group:	
Contact Name:	
ABN:	
Contact phone number:	
Contact email address:	
Date of hire:	
Time of hire: (Venue use is between 8am and 11pm)	
Number of people attending: (Max capacity is 180 people)	
Do you hold any public liability insurance? (Please attach a copy if applicable)	
A brief description of the event: *Ideally, include a brief runsheet and details of other parties that may require access*	
Set up/pack down plan:	
Equipment required and/or special requests:	

If alcohol will be served, please email the Event Manager (275keira@saltchurch.info) with evidence of a liquor license and/or valid RSA certificate/s of all those serving alcohol at least one week prior to the scheduled hire.

BOOKING FEES

Prior to the date of hire you will be issued with an invoice

	Fee (Including GST)	Number of Hours	Amount
Venue hire fee per hour	$45.00		
Venue hire half day (5 hours)	$200.00		
Venue hire full day (10 hours)	$350.00		
Venue hire overnight (24 hours)	$720.00		
Venue cleaning fee (applicable if venue is not left as found)	$110.00	-	
Event supervisor (required if >40 people in attendance, min. 2hrs)	$30.00/hour		
Audio and visual equipment and support (min. 2hrs)	$30.00/hour		
Out-of-hours access fee (2 hours)	$150.00		
		Total:	

Fees are payable to:

Account name: Salt Church incorporated

BSB: 032 695

Account: 392 667

TERMS AND CONDITIONS AGREEMENT

I, _____ being the individual or representative of the party hiring 275 Keira St, have read the Venue Hire Terms and Conditions, and agree to abide by its terms.

Name: _____

Sign: _____

Date: _____

Events Manager:

Name: _____

Sign: _____

Date: _____

Please return this completed booking form and signed Terms and Conditions agreement to the Events Manager at least one week prior to the event date.

In the event fees need to be returned, please provide details of the nominated account below.

Account name:

BSB:

Account number:

Incident Report Form

For any major injury, breakages or damage to any property at 275 Keira St please complete the following incident report form and submit to the Events Manager within 24 hours of the completion of the scheduled hire.

Contact Name:	
Organisation:	
Contact phone number:	
Contact Email:	
Date:	
Time of incident:	
Description of the incident:	
Action Taken:	
Signed:	
Date:	
(Office use onl Follow up action required:	

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