



### Booking Information/Hire Agreement

<b>Name of Organisation</b>	
<b>ABN (if applicable)</b>	
<b>Name of Contact Person</b>	
<b>Address</b>	
<b>Phone/Mobile</b>	
<b>Email</b>	
<b>Date(s) of Booking</b>	
<b>Times</b>	
<b>Regular Booking/One Off</b>	
<b>Type of Function</b>	
<b>What size group?</b>	
<b>What areas of the Westbury Baptist Church will be used?</b>	Main Hall <input type="checkbox"/> Foyer <input type="checkbox"/> Office Area <input type="checkbox"/>
<b>Will the Kitchen be used?</b>	
<b>Will a meal be served?</b>	Self catered <input type="checkbox"/> Church to cater <input type="checkbox"/>
<b>What activities will your group be participating in?</b>	
<b>Will you require use of the audio and overhead equipment?</b>	
<b>Do you have any additional special needs?</b>	
<b>COVID-19</b>	Note the COVID-19 requirements of the Westbury Baptist Church Policy

## AGREEMENT between Westbury Baptist Church

AND ..... (Hirer)

**Date of Agreement:** ..... / ...../202....

**Premises:** Westbury Baptist Church (The Facility)

**Designated Areas:** .....

**Period of Licence:** .....

**Conditions: It is the responsibility of the Hirer:**

1. If you are hiring the Westbury Baptist Church as part of an organisation, church, not-for-profit or business group, you are required to provide a copy of **Certificate of Currency for Public Liability** held by the organisation.
2. The Westbury Baptist Church has a **'No Alcohol Policy'** and alcohol is not to be sold/provided on the premises.
3. To keep the Facility and fittings in good substantial repair and condition and to keep the same clean and tidy and pay promptly for any loss or damage thereto.
4. To compensate the Westbury Baptist Church for the cost of repairs or replacement of any damage to the Facility or to the furniture, furnishings, windows or equipment during occupancy.
5. Not to do or permit anything to be done on the said Facility which may be or become the nuisance, annoyance or damage to the Westbury's Church property in the neighbourhood, or which may prejudice the insurance of premises.
6. Not to interfere with, or remove any equipment unless permission has been granted to do so.
7. To permit agents of the Westbury Church at all reasonable times to enter and view the Facility and the arrangements made to keep the Facility in accordance with this Agreement.
8. To leave the Facility (and annexes) in a clean and tidy condition and to remove all refuse, to wash any items used, and to store away in cupboards provided.
9. Not to do or permit anything to be done on the Facility, which breaches this Agreement.
10. The Hirer shall be liable for any claims arising from any accident, loss, damage or injury sustained by any person or persons in attendance on the premises pursuant to this Agreement and hereby releases the Westbury Baptist Church from any such legal liability save and except where the Hirer can establish that such accident, loss, damage or injury was caused by the negligence of the Westbury Baptist Church.
11. The Westbury Baptist Church does not have an onsite IT person or sound desk operator. If you require assistance in this area, you will need to advise the Church contact person upon making your booking.
12. By signing this agreement, I am stating that I understand the above terms and conditions and I am agreeing to be the Responsible Person regarding the following

- a) To ensure no one breaks any laws
- b) To make sure the premises are left clean and tidy
- c) To be a safety officer, thinking about the wellbeing of guests and reducing any risks
- d) To prevent damage to property
- e) To adhere to the Westbury Baptist Church COVID-19 Policy

**AND IT IS HEREBY ACKNOWLEDGED:**

1. Termination of the Contract can be effected by either party giving four weeks notice
2. The Agreement will be immediately cancelled if any clauses herein are violated.

**SIGNED**

.....(on behalf of) Westbury Baptist Church

.....Hirer

**Office use only**

**Booking taken by:**

**Date:**

**Action:**

**Quote:**

**Payment Received:**

**Insurance form (Received if required):**

**Attached:**