

**Anglican Parish of Kenmore-Brookfield  
Hall Hire Guidelines –  
Current to July 2020**

**THE FOLLOWING CONDITIONS OF USE ARE SUBJECT TO COMPLIANCE WITH ALL RELEVANT COVID-19 RESTRICTIONS AND QUEENSLAND GOVERNMENT GUIDELINES APPLICABLE AT THE TIME OF HALL HIRE. PERMITTED USE OF THE PARISH HALLS IS CONDITIONAL ON ALL USERS OBSERVING COVID-SAFE RULES.**

- 1) All initial enquiries for hall bookings should be made through the Hall Bookings email address ([halls@kenbrookang.org.au](mailto:halls@kenbrookang.org.au)). The Halls Administrator will attend to enquiries, check availability and where appropriate make a provisional booking.
- 2) Acceptance of all bookings is at the discretion of the Hall Administrator. If the booking request is accepted an information pack containing the necessary items to confirm the booking will be forwarded to the enquirer by email.
- 3) Halls can be booked in increments of no less than 15 Minutes. The Halls Administrator may require a minimum charge of 1 hour for casual hirings.
- 4) To confirm the rental, the hirer must return the following (the hall cannot be used until these have been received by the parish):
  - **completed parish hall rental agreement**
  - **completed diocesan licence agreement**
  - **copy of current public liability insurance document**
  - **rent payment for the first month's sessions plus key deposit where applicable.**
- 5) At the discretion of the Hall Administrator a key may be issued to a hall hirer after payment of a key deposit of \$15 (GST exempt).
- 6) Regular hirers are required to give advance notice whenever possible as to when the hall will not be required (holidays etc).

- 7) On occasion the Parish may require the use of the hall for church purposes. If this is the case hirers will be given as much notice as possible, but the reasonable requirements of the Parish will always take priority.
- 8) Casual bookings:
- Hirers must complete the parish hall rental and diocesan licence agreements.
  - The full rental fee will be invoiced and must be paid in full in advance.
  - Public liability insurance details must be supplied or alternatively insurance cover purchased through the Diocese (\$25/day, no GST applicable, available for a maximum of four occasions per year).
- 9) Hall rental for regular ongoing bookings **effective from 1<sup>st</sup> February 2020:**
- Kenmore Hall: \$23 per hour inclusive of GST.
  - Brookfield Hall: \$17 per hour inclusive of GST
- Charges will be reviewed on an annual basis. One-off rental charges for casual hirers may be negotiated by the Hall Administrator.
- 10) All on-going hirers will be required to complete a new parish hall rental agreement and provide a copy of their current insurance document at the start of each year.
- 11) Invoicing for regular users:
- Hall rental will be billed in arrears at the end of each month (unless arranged otherwise) and is due for payment upon receipt of invoice.
  - First time hirers will be invoiced for the first month's rental in advance as per Clause 4.
  - If an invoice remains unpaid one month after issue a reminder account will be issued.
  - If an invoice remains unpaid two months after issue, all future bookings by the hirer will be suspended until all outstanding invoices have been settled or a satisfactory agreement between the Parish and the hirer for payment has been reached.
- 12) Payment of invoices is preferred to be made by EFT direct to the Parish bank account. Details will be supplied on the invoices.
- 13) Hirers will have access to the following facilities while occupying the Hall
- Air Conditioning system
  - Tables and chairs as are available
  - Toilets
  - Kitchen
  - Water heating appliances

- 14) At the end of each booked session, the hirer is responsible for ensuring that:
  - Hall and kitchen (if used) is left clean and tidy
  - All rubbish is removed
  - Any spills are mopped up and any litter on the floor removed.
  - All furniture and equipment that have been moved are put back neatly
  - Urns and water heaters are turned off at the power point
  - Air conditioning and Fans are turned off
  - All lighting (except security lighting) is turned off
  - Property is locked and windows closed
  - Toilets are flushed before leaving
  
- 15) Hirers will be allowed access to set up no more than 15 minutes before the booked time for the start of the activity, and 15 minutes after the end of the booked time to completely vacate the premises.
  
- 16) Hirers must make themselves familiar with the emergency and evacuation procedures as displayed in the halls.
  
- 17) Hirers must ensure that children are supervised at all times by adults.
  
- 18) No smoking is allowed inside buildings or within 4m of building entrances.
  
- 19) No alcohol is to be brought onto the premises, unless permission from the Hall Administrator is sought in advance.
  
- 20) When entering/leaving all persons must obey the site speed limit of 10kph to protect children and wildlife on the driveways, and park only in the designated parking areas (on the Kenmore site these are the sealed car park off to the left on access road, or the grassy area to the left of the church).
  
- 21) Hirers must report any incidents or issues to the Hall Administrator as soon as possible by email or telephone as appropriate.
  
- 22) Hirers will be responsible for paying for any damage caused to the Hall or its fixtures, fitting and furniture by their activities.
  
- 23) For any invoicing or general matters the Hall Administrator may be contacted by email ([halls@kenbrookang.org.au](mailto:halls@kenbrookang.org.au)) or via the Parish Office.

Hall Management Committee  
July 2020