

APPLICATION TO HIRE WILLIAM STREET STUDIOS

Organisation/Group/Business requesting use: _____

Contact person: _____

Address: _____

Phone: _____

E-mail: _____

Date/s requested: _____

Times requested: _____

*Please note that all rooms must be returned to their original state and all general rubbish must be taken **off site** – please do not use the general waste bins on site (recycling bins can be used).*

Purpose of use: _____

Price for Admission: _____

(please state whether or not attendees to your event will be charged and if so, how much. Also state if your event will make a profit via other means eg. Selling art work)

INSURANCE

For the purpose of our insurance you must either present a copy of your own Public Liability Insurance certificate of currency, or purchase insurance through us. This involves filling out an agreement (part 2) and is at a cost of \$66.55 per day. This must be done at least fourteen (14) days prior to use of the facilities.

Signed _____ Date _____

Office use only:

Received _____ Date _____

Price Quoted _____

Insurance copy/form & money received _____

Accounts:

Charged: _____

Invoice Sent: _____

Payment Received: _____

FACILITY HIRE LICENCE: PART 1 – AGREEMENT

AGREEMENT between WILLIAM STREET STUDIOS on behalf of BAPTIST UNION OF NSW (The Licensor).

AND _____ (Enter your/organisation's name – the Licensee).

Date of Agreement: _____

Premises: William Street Studios 3 William Street, Fairlight NSW 2094 ("The Facility")

Please tick Main Hall Upstairs Hall Playgroup Room Playgroup Playground

Period of Hire: _____ (please include dates and times)

Conditions: It is the responsibility of the Licensee:

1. To pay the Licensee fee of \$_____ (see attached schedule of rates) to the Licensor in exchange for which the Licensee shall be entitled to use of the Facility floor space, conveniences, normal Facility furnishings and water heating appliances.
2. To keep the Facility and every part thereof and appurtenances in good substantial repair and condition and to keep the same clean and tidy and pay promptly for any loss or damage thereto (see Schedule of Rates) including any AV equipment hired.
3. To compensate the Licensor for the cost of repairs or replacement of any damage to the Facility or to the furniture, furnishings (including artwork), windows or equipment during occupancy.
4. Not to do or permit anything to be done on the said Facility or any part hereof which may be or become the nuisance, annoyance or damage to the Licensor or the owners, tenants or other occupiers of other property in the neighbourhood, or which may prejudice the insurance of premises or any part thereof.
5. To obtain any permits necessary for the use of the Facility.
6. Not to interfere with, or remove any equipment.
7. To permit the Licensor or its servants and agents at all reasonable times to enter and view the Facility and the arrangements made to keep the Facility in accordance with Clause 2 hereof.
8. To leave the Facility (and annexes) in a clean and tidy condition and to **remove all refuse onsite** (Licensees are not to use general waste bins on site), to wash any items used, to store away in cupboards provided.
9. Not to do or permit anything to be done on the Facility which may adversely affect the Licensor's position as licensee of the said Facility or which may be a breach of any covenant contained in the License granted to the Licensor.
10. To prepare the floor for dancing if required but to previously obtain the approval for any materials used from the Facility Hire Manager.
11. To indemnify the Licensor and hold harmless from and against all damages, costs, actions, claims and demands which may be sustained or suffered or recovered against the Licensor by the Licensee, its servants and employees, or any other person whatsoever.
12. To effect Public Liability insurance in favour of the Licensor and the Licensee with an insurance company licensed by the Insurance Act, 1973 (as amended), for an indemnity of not less than \$1,000,000.00 covering any property damage to the Facility, or any legal liability arising from the use of the Facility**.

Furthermore, by signing this agreement the licensee warrants that a Public Liability policy has been effected and the premium has been paid to the Insurance Company or a licensed Insurance Broker. A copy of such policy (a certificate of currency) should be provided to the licensor prior to the commencement of the period of the license.

AND IT IS HEREBY ACKNOWLEDGED:

1. The Licensor shall designate that part of the Facility Licensed hereunder
2. Termination of the Contract can be effected by either party giving four weeks notice
3. The License will be immediately cancelled if any clauses herein are violated.

SIGNED

* The Public Liability Policy indemnifies the Licensor and Licensee (Hirer for their Legal Liability to Third Persons for bodily injury or damage to property arising from your negligence.

** "The Facility" includes all buildings and land referred to in and specified by this license.

Send to: SMALL BOAT BIG SEA ABN 86 641 526 858

Postal Address 3 William Street Fairlight NSW 2094

E-mail: info@smallboatbigsea.org

SCHEDULE OF RATES

as of 27.06.08

	Playground	Playgroup Room	Upstairs Hall	Main Hall/Gallery Space
Commercial Hire	-	-	\$45/hr or \$200 max per day (Monday-Saturday)	\$50/hr or \$300 max per day (Monday-Saturday only)
Private hire/Not for Profit - when price for admission	-	-	\$35/hr or \$200 max per day	\$40/hr or \$200 max per day
Private hire/Not for Profit - when no admission price	\$30/hr	\$30/hr (includes playground)	\$20/hr or \$140 max per day	\$25/hr or \$150 max per day
Weddings	-	-	\$400 flat rate	\$500 flat rate
Parties (sorry, no 18ths or 21sts)	\$30/hr	\$30/hr (includes playground)	-	\$300 flat rate
AV Equipment (2 x speakers, amp – 8 channels, 1 x microphone)				\$75 per day
Data Projector, screen				\$50 per day
Kitchen				\$10/hr
Additional Cleaning Charge (if the premises are not left in the condition they were found – you will be charged an additional cleaning fee as outlined in the Conditions of Hire)				\$100

Payment can be made via direct deposit to:**Bank:** Westpac**Account Name:** Small Boat Big Sea**BSB:** 032096**Account No:** 461755**Please reference “HALL HIRE”**

PAYMENT REFERENCE NUMBER _____

Please make cheques out to “Small Boat Big Sea”

Once payment has been made please hand this form back to Nadia Turner , 3 William Street, Fairlight,
2094

FACILITY HIRE LICENCE FORM: PART 2 – INSURANCE COVER LEGAL LIABILITY

NOTE: ONLY FILL THIS SECTION OUT IF YOU DO NOT HAVE YOUR OWN PUBLIC LIABILITY INSURANCE. EVERY GROUP HIRING THE PREMISES MUST HAVE PUBLIC LIABILITY. IF YOU DO NOT HAVE YOUR OWN, FILL OUT THIS FORM (PART 2) AND YOU WILL BE ABLE TO PURCHASE A ONE-OFF POLICY THROUGH US.

It is essential that Facility Hirers have their own Liability Insurance to protect themselves in the event of an accident. Coverage may be available under the Hirer's existing policy or should be arranged by them with their own Insurance Broker or agent.

The Licensor's Public Liability Policy may be extended to cover a prospective hirer, acceptable to the Licensor, who wishes to hold a private family function at the facility.

The Public Liability Insurer has accepted that "Private family functions" – means birthdays, anniversaries, engagements, weddings and similar private events.

Indemnity Limit: \$5,000,000

Premium: \$66.55 (including GST and stamp duty)

Exclusions:

1. Alcohol Cover is not available where alcohol is for sale at the functions
2. Amusements. ie. Entertainers, other than singers and dance bands at a private family function.
3. Occasions held in Company Names or Commercial activities, such as Karate Lessons, Dancing Classes, Aerobics, Bingo or Discos, etc.

IF PUBLIC LIABILITY INSURANCE COVER IS REQUIRED FOR A "PRIVATE FAMILY FUNCTION" PLEASE ANSWER THE FOLLOWING:

Name of Hirer: _____

Date of Function: _____ (Please identify: Wedding Anniversary, etc)

Type of Function: _____

No. of Invited Guests: _____

Signature of Hirer: _____

Address: _____

Date _____ Telephone _____

PLEASE NOTE

Please complete Part 1 and Part 2 of this form, and forward to the address listed below. These forms, together with a cheque for \$66.55 made out to *Baptist Insurance Management Ltd* or

You can do a direct deposit of \$66.55 by Internet

Name: *Baptist insurance management Ltd.*

BSB : 704 922

ACC: 100 00 55 72

Please record your receipt no: _____

Payment must reach the below address at least TWO WEEKS before the event, if cover is to be effective.

Send to: **Small Boat Big Sea**
3 William Street
Fairlight NSW 2094
E-mail: info@smallboatbigsea.org

IMPORTANT (Please print)

NAME OF GROUP _____

CONTACT NAME _____ TELEPHONE NO. (WORK) _____