



The Uniting Church in Australia – Wollongong Mission

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Property Hire Application/Agreement

Name of Hirer :	
Organisation(if applicable) :	
Address :	
Contact number:	
Email:	
Function Description eg. meeting, concert , luncheon	
Date/s of function:	Hours required:
Please select room required:	
Church <input type="checkbox"/> Auditorium(Hall) <input type="checkbox"/> Committee Room <input type="checkbox"/> Blue Room <input type="checkbox"/>	
Community Centre <input type="checkbox"/>	
Equipment Required:	
Data Projector <input type="checkbox"/> Whiteboard <input type="checkbox"/> Audio <input type="checkbox"/> Piano <input type="checkbox"/> Organ <input type="checkbox"/> Microphone <input type="checkbox"/>	
Other(please specify).....	
Public Liability Insurance Details:	Payment:
Name of Insured:	EFT payments preferred.
Dates of Coverage:	Account name: Wollongong Mission
Copy of Certificate of Currency Supplied <input type="checkbox"/>	BSB: 634 634, Account: 100 023 866
<i>Public Liability Insurance for casual hire is available. Application form available on request.</i>	<i>Cheque and cash are also accepted</i>

Office Use Only Key collection: Name: Signature: Date collected:	Date Returned: Costs: Venue Hire \$ _____ Piano fee \$ _____ TOTAL (GST free) \$ _____ Staff Confirmation:
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Terms and conditions of use:

- Hirers are responsible replacing all equipment and furniture as they found it upon entry.
- The hirer is responsible for leaving the rooms in a tidy condition and all fixtures and utensils in good order and condition.
- Ensure all lights and any items that have been used are off and doors are locked upon exit.
- All hirers are required to be covered by Public Liability Insurance. Individuals, companies and groups holding Public Liability Insurance must provide a current copy of the Certificate of Currency with their application.
- We are not able to hire our property for meetings or functions related to any political party, any group with political purposes or any group deemed by us to have anti-social purposes or objectives inconsistent with those of the Uniting Church.
- Alcohol must not be stored, served, sold or consumed at any function or gathering on our property.
- No activity that is likely to cause offence to our neighbours or to the general public (such as excessively loud music) is permitted.
- Use of a particular space by the congregation of Wesley Church must take precedence over any booking from outside the congregation (though we will try always to accommodate the needs of anyone with an existing booking).
- The Hirer should avoid any action which would cause damage or allow damage to the facility. Should any damage occur for any reason during the Hirer's occupancy or use under this Agreement, the Hirer shall pay the Church the costs of such damage or loss to the facilities which arise as a result of the occupancy or use of the facility under the terms of this Agreement;
- Fire exits and extinguishers are to remain clear at all times.
- All Advertising and marketing is the responsibility of the hirer.
- Hirers must comply with Working with Children Legislation where applicable.

Name: _____ Position(if applicable): _____

Signature: _____ Date: _____