



**Gateway Baptist Church Launceston inc.****TERMS AND CONDITIONS****The Hirer:**

- Must adhere to the Covid-19 Safe workplaces framework outlined by Gateway Baptist Church Launceston according to state government standards.
- Is required to provide a copy of current Public Liability Insurance – Minimum \$20 Million
- Shall conform to all reasonable directions given by the authorized person in regard to the use of the facility.
- Must ensure users of the facility are familiar with the location of all emergency exits and equipment, and nominate a responsible person to assist in the case of an emergency.
- Shall be provided with a key to the facility. This must be returned to the Church Office as directed by the agreement. If lost or misplaced the hirer must advise church immediately, and replacement may be at the hirer's expense.
- May be removed from the facility by an authorized person or police for misconduct or non-compliance with the provisions of these conditions.
- Must ensure that vehicles in relation to attendance at their event are driven and parked so that no damage is caused to the facility or grounds.
- Shall not write on, decorate, placard, cut, damage, or pierce with nails, screws or any other contrivances the floor, wall or any part of the facility without permission from the church.
- Must report any damage to the church immediately. If outside normal business hours, notification must be made on the next business day and damage report completed.
- Shall be responsible for damage caused to the facility during the period of hire and may be required to pay the costs of all repairs as deemed appropriate.
- Will not interfere with furniture / equipment not belonging to the hirer unless part of the hire agreement.
- May be charged additional fees for not vacating the premises at the agreed time.
- Gateway retains the right to terminate the agreement at any time. Non-payment of hire fee will automatically terminate the agreement. All hire fees are subject to change.
- Use of Gateway facilities is subject to our car parking terms. Parking on our premises is not automatically included in any hire fee and must be discussed with our representatives.
- Must comply with Government regulations referring to working with vulnerable people and children standards.
- Long term contracts will be for a period of 1 year unless otherwise stated. The contract can be terminated with one months' notice from either party.

The hirer shall enforce / take all necessary steps to ensure that all conditions are adhered to.

**All Facilities:**

- No alcohol to be consumed on the premises.
- No smoking in the building or within 3 metres of any entrance.
- No confetti or similar (eg. rice, glitter) is to be used in or around the facility.
- All electrical appliances are to be switched off before vacating the facility. EXECPTION: Fridge/Freezer etc
- No loud noise, rowdiness or conduct likely to cause damage is permitted.
- Non-emergency callouts eg: fire alarm activation due to excessive steam/smoke will be at the hirers expense.
- All fittings and equipment are to be left as found and the facility is to be left clean and tidy before exiting.
- All general waste to be placed in the normal garbage bin.
- Hirers may be charged a fee for additional cleaning if conditions in the agreement are not adhered to.
- Shall leave the building secure with all doors/windows locked upon exiting. Hirer is responsible for any callouts as a result of not complying with this condition. It is your responsibility to be aware of and comply with lockup procedures. Refer to church for further details.

**Church:**

- Prohibits sub-letting of the facility, and reserves the right not to accept a hire application, change or cancel a booking at any time. All care will be given for reasonable notice of any changes.
- Takes no responsibility for the property of any hirer whilst at the facility, nor left at the facility.
- Advises that any motor vehicle driven or parked in the confines of the facility is entirely at the owner's risk and no responsibility is accepted by the church for any theft or damage.
- The Church's use of the facility takes precedence over other uses. If we require use of the hired facility at a time that clashes we will endeavor to give at least 2 weeks' notice, and not charge for the cancelled session. If possible another mutually acceptable time slot would be made available.

***Penalties may apply for non-compliance***