

ST LUKE'S CONCORD & BURWOOD HALL CONDITIONS OF HIRE

No party/casual one-off hire.

Not available Sundays.

CAPACITY

100- 150 for classes, standing events etc.

90 for seated functions.

EQUIPMENT

90 chairs

16 Large trestle tables

REQUIREMENTS

Signed Standard Licence Agreement.

Own Public Liability Insurance \$20,000,000.

COSTINGS (+GST)

Long Term Regular Hire @\$55ph + GST.

Minimum 2 hours.

Includes Setup & Packup time.

Tables, chairs, basic kitchen, piano, included in hire. No other equipment provided.

PAYMENTS

All payments in advance are invoiced on 1st of each month and payable within 14 days, or as per signed licence agreement.

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- **No smoking** in or around building entrances.
 - **No alcohol** on churchgrounds.
 - **Keep noise levels reasonable**, in consideration of our residential neighbours.
 - **Shared car parking** onsite within white marked lines only.
 - **No** furniture to be taken outside or removed from the building.
 - **No** activity or access to areas & equipment not agreed to in signed licence agreement.
 - **Shared** use of amenities when church is in use at the same time.
 - **Public Liability Insurance** (PLI) required to cover any accident or injury incurred.

Prior to leaving:

- Wipe down, pack up and fold tables.
- Chairs, tables and other items moved are put back to their original position.
- Sweep floors. Check for any wet or sticky spots and sponge or mop.
- Check bathrooms, clean any mess, empty bins outside.
- Turn off all heaters, fans, oven/stove and kitchen appliances (except fridge).
- Turn off all interior lights.
- Close all windows and secure all doors.
- Ensure key is in lockbox.

If the kitchen is used:

- Remove all rubbish in plastic bags and dispose of in outside bins.
- Everything put away. No food or milk left behind. Benches & sink left clear.
- Mop floor and wipe down all surfaces.