



**GLENBROOK
BAPTIST CHURCH**

HIRE APPLICATION

PART 1: AGREEMENT

AGREEMENT between GLENBROOK BAPTIST CHURCH (“GBC” or the “Licensor”)

and (the "Licensee")

Date of Application:

Premises:
(rooms to be used – refer to Appendix 1 for pricing)

45 King Street Glenbrook 2773 (the "Facility")

Period of License: to

PRIVACY STATEMENT

The information collected in this application is collected for the sole purpose of booking and hiring equipment and premises at Glenbrook Baptist Church. Information will be collected and stored in accordance with GBC’s Privacy Policy.

CONDITIONS OF USE

It is the responsibility of the Licensee to:

1) USE THE PROPERTY ONLY IN ACCORDANCE WITH THIS AGREEMENT

The property shall only be used for the activities disclosed in the form below. The Church property is dedicated to the promotion of the Christian Gospel, Christian worship and teaching. As such it is not available for hire by other faiths for meetings, ceremonies or other events which would not be in harmony with the faith statement of GBC and/or the Baptist Association of NSW & ACT.

The Licensee shall only use the room/s listed in this application. The Licensee must not do or permit anything to be done on the premises or which may be a nuisance in the neighbourhood, damage GBC property, or prejudice the insurance of the premises. The Licensee will be held responsible for the behaviour of their guests.

The Licensee must permit the Licensor or its servants and agents at all reasonable times to enter and view the facility.

2) PAY HIRE COSTS AS DUE

The Licensee must pay the licence fee (as determined by GBC) and the bond of \$250 (if applicable) to GBC. The full contribution should be made prior to the date of use, at the latest when collecting the keys. Cheques should be made payable to Glenbrook Baptist Church.

The bond is refundable approximately one month after the date of use subject to GBC being satisfied that the conditions listed hereunder have been complied with and the premises are left in a clean and tidy condition at the conclusion of the function. The Licensee must compensate GBC for the cost of repairs or replacement of any damage to the facility or to the furniture, furnishings, windows or equipment during occupancy.

3) LEAVE THE PROPERTY AS IT WAS FOUND

It is the responsibility of the Licensee to keep the facility in good substantial repair and condition and pay promptly for any loss or damage thereto. The Licensee must not interfere with or remove any equipment.

The Licensee must leave the facility (and annexes) in a clean and tidy condition, including:

- Removing all rubbish, including leftover food and drink
- Washing any items used
- Returning items to their original position

Under no circumstances must any change be made to any part of the building, fixture or stage without the written approval of GBC. Signs shall not be attached (whether by tape, tacking or any other means) to any painted or smooth wall in the building (internally or externally) without prior approval.

4) UNDERSTAND THE CANCELLATION POLICY

This is a limited license arrangement and no tenancy or lease is created. This agreement can be brought to an end at any time by either party. If the Licensee cancels the booking within one month of the date booked, part of the bond may be forfeited at the discretion of GBC to cover any costs incurred. If an emergency (e.g. funeral) occurs and GBC needs to cancel this booking, GBC will not accept any liability for loss of income.

This agreement will be immediately cancelled if any clauses herein are violated.

5) TAKE RESPONSIBILITY FOR PROPERTY

GBC is not responsible for personal property of the Licensee or of any visitor connected with the Licensee's function or for any articles or equipment left upon the premises at any time.

6) NOT ALLOW ALCOHOL, SMOKING OR DRUGS USE

No alcohol, cigarettes or other drugs are to be brought onto the premises. GBC exercises an alcohol, smoke and drug free zone on its property.

7) LEAVE THE PREMESIS AT THE AGREED TIME

All functions must end by 10:30pm, unless prior authority has been obtained from GBC.

8) COMPLY WITH GBC's SAFE CHURCH POLICY

GBC is committed to providing a child safe environment and implementing the Child Safe Standards. In accordance with its Safe Church Policy, GBC requires all third parties using its premises to be compliant with the Child Safe Standards. By signing this agreement, the Licensee confirms that they are compliant with the Child Safe Standards.

9) OBTAIN REQUIRED INSURANCE AND LICENSES

The Licensee shall be liable for any claims arising from any accident, loss, damage or injury sustained by any person or persons in attendance on the premises pursuant to this agreement and hereby releases GBC from any such legal liability save and except where the Licensee can establish that such accident, loss, damage or injury was caused by the negligence of GBC.

The Licensee shall obtain Public Liability Insurance from a reputable insurer (minimum of \$10 million cover) in respect of the use of the facility and shall deliver a copy of the Public Liability Insurance cover certificate to GBC prior to the booking.

PART 2: DETAILS OF LICENSEE

Name of Individual / Group / Association:	
Trading Name (if applicable):	
Address:	
Contact Person's Name:	
Position Held in Group:	
Contact Phone Numbers:	Mobile: Home: Other:
Contact Email Address:	

PART 3: DETAILS OF BOOKING

Date (for single event):			
Date (for school term hire):	Term 1:	to	
	Term 2:	to	
	Term 3:	to	
	Term 4:	to	
Day of Week:	Sunday	Wednesday	Friday
	Monday	Thursday	Saturday
	Tuesday		
Starting Time:			
Finish Time: (MUST BE BEFORE 10:30PM)			
Details of the Purpose for which you want to use the Church Property:			
Expected Number of Attendees:	Adults:	Children:	
Facilities to be Hired: (SEE APPENDIX 1 – FOR FACILITIES FOR HIRE FEES)	<u>Auditorium Complex:</u> Church Auditorium Meeting Room with Kitchenette <u>Hall Complex:</u> Church Hall and Kitchen Meeting Room (Lounge) <u>Weddings:</u> Ceremony, Rehearsal and Other Requirements Use of Main Hall and Kitchen Sound and Music		
Equipment you Plan to Bring with you:			
Equipment you Wish to Borrow from GBC:			

PART 4: PUBLIC LIABILITY INSURANCE

The Licensee must have their own Public Liability Insurance to protect themselves in the event of an accident. **Please attach a copy of your insurance policy to this application.**

For private family functions at the Church's facilities, Public Liability can be covered under GBC's existing Public Liability Policy by completing the details below. GBC's Public Liability Insurer has accepted that "private family functions" means birthdays, anniversaries, engagements, weddings and similar private events.

If Public Liability Insurance cover is required for a "private function", please provide the following details:

Name of Hirer:

Date of Function:

Type of Function:

Number of Guests:

Signature of Hirer:

Date Signed:

Address:

Telephone:

Email:

PART 5: AGREEMENT

I/We have read and agree to the "Conditions of Use" which Glenbrook Baptist Church sets for use of its property. If my booking is accepted, I agree to abide by those conditions.

Licensee: **Date:**

Glenbrook Baptist Church (Licensor):

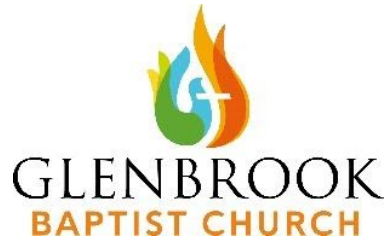
Return this completed form with a copy of your Public Liability Insurance to:

GLENBROOK BAPTIST CHURCH

Email: office@glenbrookbaps.com.au

For further enquiries, please phone our office on 0403 446 965.

If this application is approved, we will send you an invoice for the fees due.



APPENDIX 1: FACILITIES FOR HIRE FEES – 2025

AUDITORIUM COMPLEX

CHURCH AUDITORIUM

Up to 2 hours	\$70 plus GST
Every hour, or part thereof, after that	\$25 plus GST

MEETING ROOM WITH KITCHENETTE

Up to 2 hours	\$60 plus GST
Every hour, or part thereof, after that	\$25 plus GST

HALL COMPLEX

CHURCH HALL AND KITCHEN

Up to 2 hours	\$70 plus GST
Every hour, or part thereof, after that	\$25 plus GST

MEETING ROOM (LOUNGE)

Up to 2 hours	\$50 plus GST
Every hour, or part thereof, after that	\$20 plus GST

WEDDINGS

CEREMONY, REHEARSAL AND OTHER REQUIREMENTS

All-inclusive	\$600 plus GST
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USE OF CHURCH HALL AND KITCHEN

All-inclusive	\$250 plus GST
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SOUND AND MUSIC

Sound Technician	\$200 plus GST
Organist / Pianist	\$200 plus GST