

GENERAL INFORMATION RELATING TO APPLICATION TO HIRE

1. Basis of Hire and Use

The hirer must be at least 18 years of age.

Southport Church of Christ will not permit the Venue or part of the Venue to be used exclusively by any group or individual in order to facilitate accessibility of the Venue to all users.

Any use of the facilities must not be inconsistent with the values and beliefs of the Christian faith and Christian church and the Southport Church of Christ purpose and statement of faith.

The hirer may only use the venue for the purpose and the day(s) and time period shown on the Southport Church of Christ Venue Hire Application. Time required for the loading in, cleaning and loading out for your event must be included in the period booked.

If the booking time is exceeded, any additional hire fees will be deducted from the security bond.

The hirer may not assign or sub-let the Venue or any part thereof.

The minimum booking period is two hours.

The Southport Church of Christ Facility is not available for hire on Sundays except by prior written approval from elders at least 6 months in advance of the event and in accordance with the Business Development Goals for the Hire of the Facilities.

2. Financial

2.1 Application for Hire

Application for hire of the Southport Church of Christ Facilities must be lodged in writing using the supplied application form, and signed by an adult person attending the function who will be held responsible for adherence to these conditions.

All applications are subject to an approval process and successful applications will be confirmed in writing via email. All arrangements are considered to be tentative until the application has been approved and the deposit paid.

2.2 Several Applications

In the event of two or more applications being received for the use of any Southport Church of Christ facilities at any one time and date, the Southport Church of Christ, in its absolute discretion, will determine to which applicant the use of the facilities shall be granted, if any.

2.3 Challenge Policy

To manage tentative bookings Southport Church of Christ uses the established 1st, 2nd, 3rd pencil booking protocol where 1st pencil bookings have a first right of refusal to confirm when subsequent (that is, 2nd or 3rd pencil bookings) seek to book a particular date(s).

2.4 Fees and Charges

The fees and charges payable by the Hirer are set out in the Southport Church of Christ Rates Schedule. The rates are subject to change without notice.

2.5 Discounts

Discount rates are offered for room hire only and do not apply to packages, catering or additional costs. The discounts are multiplicative. The discount rates are set out in the Southport Church of Christ Rates Schedule.

2.6 Payments

A deposit of 50% of the room rental or package charges shall be paid to confirm the booking and until payment of the deposit, bookings will not be confirmed. It is the responsibility of the applicant to ensure that the deposit is paid.

In addition, Southport Church of Christ will provide the Hirer with an estimate of additional costs six weeks prior to the start of the event, which will include all costs other than those included in the room rental or package charges. Additional costs include, but are not limited to, food and beverage services, equipment hire, staffing requirements, technical equipment services, security, and cleaning.

The balance of fees and the security bond are required prior to the provision of service and must be received at least four weeks prior to the use of the facilities. Services cannot be provided without prior payment.

The security bond is required to guard against damages and loss to the Facilities and the Southport Church of Christ's property as a consequence of hiring the Facilities.

The security bond or the balance of the security bond will be refunded to the Hirer within fourteen days following completion of the event, on Southport Church of Christ's approval of satisfactory adherence to the Conditions of Use.

For bookings made within four weeks of the event, the bond and hire charges must be paid immediately to confirm the booking.

At the end of the event, if additional charges differ from the amount estimate, the Southport Church of Christ will refund or invoice any variations within fourteen days of the end of the Hiring Period.

All payments are to be made to the Southport Church of Christ. Payment will only be accepted in the form of a company cheque, bank cheque, cash, Visa or Mastercard (both incur 1.6% service fee), or direct deposit. Tax invoices are supplied for all payments.

Bank Account Details:

Bank:	Commonwealth Bank
Branch:	Ashmore, Queensland
Account Name:	Churches of Christ Southport
BSB:	064-450
Account Number:	10050783
Commonwealth Bank SWIFT Code:	CTBAAU2S

2.7 Refusal

Southport Church of Christ, in its absolute discretion, reserves the right to refuse the use of any plant and equipment (or similar facilities) of the Southport Church of Christ without assigning any reason for such refusal.

3. Insurance

It is the hirer's responsibility to obtain and keep current public liability insurance cover to an amount of not less than \$20,000,000 for each occurrence and to indemnify and keep indemnified Southport Church of Christ against all losses, expenses, liabilities, claims and damages incurred as a result of or arising out of the hiring of the premises caused by any act or omission of the hirer, its servants, agents, or invitees.

The hirer must forward a Certificate of Currency to Southport Church of Christ at least seven days prior to the first day of the event.

For Private Family functions (birthdays, anniversaries, engagements, weddings and similar private events) the Churches of Christ in Queensland offers public liability cover as follows:

Indemnity Limit:	\$2,000,000 (Subject to \$250.00 Excess)
Premium:	\$77.00 (Including Stamp Duty & GST)
Exclusions:	Alcohol and Amusements (i.e. Entertainers other than singers and dance bands at a private family function)