



## FACILITIES HIRE / USE APPLICATION FORM

Version 2: adopted 26/11/2023

**Standard Hire / Use Agreement** (Please see Hirer / User Liability Form, if private function)

**1. Ettalong Baptist Church, 8 Barrenjoey Road, Ettalong Beach NSW 2257**

**2. User**

Name (Organisation)			
Address			Postcode:
ABN (if applicable)			
Contact Name	First name:	Family name:	
Phone:		Mobile:	
Email Address			

**3. Facilities Use – Auditorium / Hall / Hill Hall / Kitchen / Room\***

Facility	Purpose	Date/s	Day	Time In	Time out	No. of people

\*time of use must include set up and clean up

**4. Hire Fee (see Policy Addendum)**

Facility / Room	Hours	Fee	Total
<b>Total</b>			
Security Bond (if applicable) <b>\$300.00</b>			

**5. Please Disclose Advertising and Marketing:** \_\_\_\_\_

\_\_\_\_\_

**6. Insurance Policy and Safety Risk Assessment:** for Safe Practices and Procedures.  
Attach Certificate of Currency with Risk Assessment (if appl) and date done \_\_\_/\_\_\_/\_\_\_

**7. Please Provide a Working with Children Check (Where Applicable)**

**8. Conflict of Interest Disclosure (Where Applicable for an Application or Request)**

I declare that my private interests in..... pose a conflict of interest with my request for.....and will influence my decision-making for this application/request  
**Signature:**

**COVID-19 Management**

Ettalong Baptist Church is committed to following NSW Health directions for the management and prevention of COVID-19 infections.

All users of our building are required to know and follow the published NSW Government guidelines and comply with the restrictions.

**9. Terms and Conditions:** Please refer to the Policy and Procedure for Hire / Use of Church Premises

**1. Termination**

1.1 The Church may terminate this Agreement with immediate effect if the User is in breach of any of the provisions in this Agreement as set out in the Policy of Use.

\_\_\_\_\_  
**SIGNED by, or on behalf of User, and agreeing to the terms and conditions:**

Signature \_\_\_\_\_

Print Name: \_\_\_\_\_

Position of Authorised Applicant: \_\_\_\_\_

Dated: \_\_\_/\_\_\_/\_\_\_

**SIGNED for and on behalf of the Church by the authorised representative:**

Signature \_\_\_\_\_

Print Name: \_\_\_\_\_

Position of Authorised representative: \_\_\_\_\_

Dated: \_\_\_/\_\_\_/\_\_\_