

VENUE HIRE / USE APPLICATION FORM

**Version 2: adopted 26/11/2023**

**Venue 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 |  | | | | |

1. **Venue 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

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Facility / Room** | **Hours** | **Fee** | **Total** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total** |  |  |  |
| Security Bond (if applicable) **$300.00** |  |  |  |

1. **Please Disclose Advertising and Marketing:**
2. **Insurance Policy and Safety Risk Assessment:** for Safe Practices and Procedures. Attach Certificate of Currency with Risk Assessment (if appl) and date done / /
3. **Please Provide a Working with Children Check (Where Applicable)**
4. **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.

1. **Terms and Conditions: Please refer to the Policy and Procedure for Venue Hire / Use of Church**
   1. **Termination**
      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: / /