



**ANGLICAN DIOCESE OF ARMIDALE
2024 MEMORANDUM OF HIRE OF FACILITY**

Owner: **Lightning Ridge Community Church (LRCC), the Parish of Lightning Ridge
(On behalf of The Corporate Trustees of the Diocese of Armidale)**

Hirer Name: _____

Address: _____

Phone: _____ Email: _____

Parish/Diocesan Entity Facility:

- LRCC auditorium**, and / or
- LRCC hall**, and / or
- Other:** _____

Parish/Diocesan Entity Representative: **LRCC Minister (or authorised Parish Council representative)**

Description of Facility: **Church auditorium and hall (includes use of bathrooms & kitchen facilities)**

Date(s) of hiring: from: _____ to: _____
(max. 12 months, subject to review within first 3 months)

Purpose of hire / Group: _____

Hiring Fee (to be negotiated with Parish Council): _____
(Standard rate: \$10 per session/week)

Obligations of the Hirer:

1. To pay the hire charges in the manner and time agreed.
2. To leave the facility in a satisfactory and clean condition (including seating, surfaces, kitchen area).
3. To remove all rubbish (dispose of all rubbish in wheelie bin located on western veranda).
4. Not to remove anything owned by the Parish/Diocesan Entity from the facility.
5. To lift (not drag) anything moved within the facility and to return to its original position.
6. Not to use any exhibits or decorations in the facility without the prior agreement of the Parish/Diocesan Entity Representative.

7. Not to damage the facility, its furniture and furnishings, accessories or environs; to report to the Parish/Diocesan Entity any loss of damage to property, and to pay for its repair or replacement.
8. Not to permit smoking, vaping, consumption of alcohol, or use of any illicit substances within the facility.
9. To switch off all lights, fans, heaters – especially all air conditioners and other electrical equipment (including the urn) before vacating the facility.
10. To secure windows and doors on vacating the facility.
11. To return any keys to the Parish/Diocesan Entity in the manner agreed.
12. To effect & keep in force public liability insurance cover with an Insurer acceptable to the Owner at the Hirer’s expense for an amount not less than \$5,000,000 which shall include the following extensions: (a) liability for loss of or damage to property of the Owner; and (b) indemnity for claims made against the Owner arising out of the negligence of the Hirer; and to produce to the Parish/Diocesan Entity Representative evidence thereof in the form of a current Public Liability Certificate of Currency.
13. During the period of hire, to create no nuisance either by way of noise or otherwise so as to inconvenience adjoining owners or occupiers (as per local council policy and guidelines).
14. The use of the church property must be in keeping with the Anglican Diocese of Armidale Property Use Policy, and in particular, it must not contravene the doctrines, tenets and beliefs of the Anglican Diocese of Armidale. For full details on the Anglican Diocese of Armidale Property Use Policy, see <http://www.armidaleanglicandiocese.com/wp-content/uploads/2021/02/1-PropertyUsePolicy.pdf>.
15. Any incidents, accidents or damage need to be reported to the Parish Representative using the Incident Report Form available at <http://www.armidaleanglicandiocese.com/wp-content/uploads/2021/02/2-IncidentInitialReportForm.pdf>.

COVIDSafe Requirements

The hirer agrees to satisfy any/all current governmental and diocesan COVID-19 requirements and conditions of entry, as per NSW State Government guidelines: <https://www.nsw.gov.au/covid-19>.

Acknowledgement by Hirer

The Hirer acknowledges that the facility is in such a condition at the date of commencement of the hiring as to render it completely suitable for the purpose for which the Hirer intends to use it.

Indemnity

The Hirer is required to show evidence of their own Public Liability Insurance cover and hereby indemnifies the Owner and the wardens and parish councillors of the Parish/Diocesan Entity from and against all actions, suits claims and demands of whatsoever nature arising out of or in any way concerning the hiring of the facility.

- Evidence of current Public Liability Insurance cover produced – copy to be filed with this form.
- Payment received (if required beforehand)

Signature		
	<i>(On behalf of owner)</i>	<i>(On behalf of hirer)</i>

Print name		
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Date	____/____/____	____/____/____
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