



# **STS SIMON'S & JUDE'S ANGLICAN CHURCH, WARIALDA**

## Policy for Parish Hall Booking & Usage

Updated: 16 May, 2023

### **1. Introduction**

The Warialda Anglican Parish Hall has a history of holding many church and community events since it was built in 1902.

After being newly renovated in October 2022, facilities now include:

- a new industrial kitchen & servery,
- accessible meeting rooms & toilets.
- 70m<sup>2</sup> general purpose hall, and
- a spacious 40m<sup>2</sup> deck.

There are 10 trestle tables, 60 chairs, crockery and cutlery available for use at the Parish Hall. Hall capacity is approximately 50 persons for sit-down meal, and 60 persons when seated in rows.

These facilities are available for use by the parish and surrounding community, and this document outlines the process for hire, and usage policy.

### **2. Hiring Procedure**

1. Hirer submits a request form (form 1 below) in writing to the Parish Council via email ([vicar@warialdaanglican.org.au](mailto:vicar@warialdaanglican.org.au)) or to PO Box 98, Warialda NSW 2402.
2. The Parish Wardens will check that the requested date does not clash with any other scheduled events.
3. If Parish wardens agree to the request, the memorandum form will be signed, and any other appropriate forms or information will be sought from the hirer.
4. The Hirer will pay all dues before the date of rental (see section 5 for cost of hire).
5. After Rental, the hirer will ensure that the facilities are left clean & tidy as per the agreement, and will return the key(s) to the Parish.

### 3. Requirements for hire

The Warialda Anglican Parish Hall is owned by the Corporate Trustees of the Diocese of Armidale. As such, the Corporate Trustees have provided certain requirements for all groups or individuals using this property.

All hirers of these facilities must:

- Agree to and sign the Hire of Facility Request & Memorandum (Form 1).
- Hold valid insurance cover for the hired period with a minimum of \$5 million of public liability cover, submitting a certificate of currency to the Parish.
- Comply with the Diocesan Property Use Policy (Appendix 1)

### 4. Cost & specific usage requirements

- Cost for hire is set at \$20 per hour, leading to a maximum of \$100 per day, payable to the Parish by cash, cheque or Bank transfer.
- Events on Warialda Parish facilities must be non-smoking. Alcohol may be permitted after consultation with the Parish Council.
- Hall is to be left in a clean and tidy manner.  
If cleaning is required after use, it will be charged to the hirer at the rate of \$40 per hour.
- Any incidents, accidents or damage must be reported to the Parish.

### 5. Insurance

- The Diocese requires a minimum of \$5 million of public liability insurance for ALL users of Parish facilities. (I.e. the Diocese rule is 'no insurance = no hire').
- For Commercial entities, sporting, dance clubs or other associations: existing public liability insurance cover may be used. In this case, a certificate of currency must be provided.
- For personal hirers (such as a party, or private gathering), public liability insurance is still required. If you do not already have appropriate insurance, a one-off insurance policy can be sought, at the hirer's own expense through [www.anglicanhalls.com.au](http://www.anglicanhalls.com.au).  
At time of writing, the cost of this type of insurance is \$60 per event.
- Public Liability insurance from the Diocese is only applicable for approved parish ministries. (I.e. groups and events that are organised by the Parish of Warialda, and come under Parish Council governance). Parishioners may seek this type of cover by making a request to the Parish Council.

### 6. More Information

For any questions about this policy, please contact one of the following Parish Representatives:

Vicar - Rev. Steve Cimarosti ([steve@warialdaanglican.org.au](mailto:steve@warialdaanglican.org.au), or 02 6729 1501)

Warden - Mr. Rod Smith ([rodjanelle@gmail.com](mailto:rodjanelle@gmail.com), or 0437 446 309)

Warden - Mr. Garth Skinner (02 6729 1632)

# FORM 1 - HIRE OF FACILITY REQUEST & MEMORANDUM

<b>Owner</b>	The Corporate Trustees of the Diocese of Armidale			
<b>Hirer Name</b>				
<b>Hirer Address</b>				
<b>Parish Facility</b>	Warialda Anglican Church - Parish Hall			
<b>Parish Representatives</b>	Vicar - Rev. Steve Cimarosti ( <a href="mailto:steve@warialdaanglican.org.au">steve@warialdaanglican.org.au</a> )	Warden: Mr. Rod Smith ( <a href="mailto:rodjanelle@gmail.com">rodjanelle@gmail.com</a> )		
<b>Required facilities and/or equipment</b>	<input type="checkbox"/>	Hall Area	<input type="checkbox"/>	Meeting Room
	<input type="checkbox"/>	Kitchen & hospitality items	<input type="checkbox"/>	Chairs and/or Tables
<b>No. Expected Guests</b>				
<b>Date(s) of hire</b>	From:		To:	
<b>Hiring Fee:</b>	\$100 per day			
<b>Insurance Arrangements:</b>	<input type="checkbox"/>	I already have my own Public Liability Insurance. Certificate attached		
	<input type="checkbox"/>	I intend to purchase Public Liability insurance from my own choice of insurer or from <a href="http://www.anglicanhalls.com.au">www.anglicanhalls.com.au</a> , for this specific event.*		
<b>Other info/requests:</b>				

\*please do not purchase insurance until parish council have approved the usage request

## 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.
3. To remove all rubbish.
4. Not to remove anything owned by the Parish 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 Representative.
7. Not to cause damage to the facility, its furniture and furnishings, accessories or environs and to report to the Parish any loss of damage to property and to pay for its repair or replacement.
8. Not to permit smoking within the facility.
9. To switch off all lights, fans, heaters/air conditioners and other electrical equipment before vacating the facility.
10. To secure windows and doors on vacating the facility.
11. To return any keys to the Parish in the manner agreed.
12. To effect and 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:
  - i. liability for loss of or damage to property of the Owner; and

ii. indemnity for claims made against the Owner arising out of the negligence of the Hirer, and to produce to the Parish Representative evidence thereof in the form of a current Public Liability Certificate of Currency.

13. The function should conclude by \_\_\_\_\_ (time) and the premises vacated by\_\_\_\_\_.

14. To create no nuisance, during the period of hire, either by way of noise or otherwise so as to inconvenience adjoining owners or occupiers.

15. Not to carry out in or about the facility any illegal activity.

16. 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. See Appendix 1 for full details on the Anglican Diocese of Armidale Property Use Policy.

17. Any incidents, accidents or damage must be reported to the Parish Representative using the Incident Report Form available from the diocese (See form 2)

### 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, Diocese, wardens and parish councillors of the Parish 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.

<b>Signed on behalf of the Owner:</b>		Date:	
<b>Full Name:</b>			
<b>Signed on behalf of the Hirer:</b>		Date:	
<b>Full Name:</b>			

### Payment

Can be made via cash or cheque to one of the Wardens, or sent to PO Box 98, Warialda NSW 2402

Online Bank Transfer can be made to the following account:

<b>BSB:</b>	932 - 000		
<b>Account Name:</b>	Warialda Anglican General Fund		
<b>Account Number:</b>	745281	(RAB Customers, please add S3 to end of account number)	
<b>Description:</b>	Label transaction clearly with 'Hall Hire' and name.		

### Insurance

Please attach Insurer Certificate of Currency to this form, as agreed to in clause 12.

Submit this form to Warialda Anglican Parish: [vicar@warialdaanglican.org.au](mailto:vicar@warialdaanglican.org.au) or

PO Box 98, Warialda NSW 2402