

Memorandum of Hire of St George's Facility



Owner	The Trustees of the Diocese of Tasmania
Hirer & Organisation	
Name of Contact Person	
Address	
Email	
Phone	
Parish Representative	
Parish Facility	
Date, Time, and Period of Facility Hire	
Hiring Fee	
Method of Payment	
Payment Received:	
Keys Provided	
Keys Returned:	

Obligations of the Hirer

1. To pay the hiring charges in the manner and time agreed.
2. To leave the facility in a satisfactory and clean condition (including any black/white boards).
3. To return any furnishings that have been moved to their original positions.
4. To remove all rubbish.
5. Not to remove anything from the facility owned by the Parish.
6. Not to store any items on the premises without consultation with the Parish Representative.
7. Not to use exhibits in the facility without the prior agreement of the Parish Representative.
8. To do no damage to the facility, its furniture and furnishings, accessories and environs; and to report to the Parish any loss or damage to property and to pay for its repair and replacement.

9. Not to permit smoking within the facility or within 3 metres of any entrance.
10. To switch off all lights, fans, heaters, air conditioners and other electrical equipment before vacating the facility.
11. To secure windows and doors on vacating the facility.
12. To return all keys to the Parish in the manner and at the time agreed.
13. To abide by the Parish's fire and emergency protocol.
14. To report any use of the Parish's First Aid Kit.
15. 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 extensions:
 - a. Liability for loss of or damage to the property of the Owner
 - b. Indemnity for claims made against the Owner arising out of the negligence of the Hirer.

And to produce to the Parish Representative evidence of the above cover.
16. Evening functions should conclude by 12.00 midnight and the premises must be vacated by 1.00 am.
17. During the period of hire, to create no nuisance either by way of noise or otherwise so as to inconvenience adjoining owners or occupiers.
18. Not to enter or permit any person to enter any area other than the facility which is the subject of this agreement.
19. Not to move pianos without prior agreement of the Parish representative.
20. Not to carry out in or about the facility any illegal activity.

In regard to regular facility hirers, the Parish reserves the right to review the hire fee at 12 monthly intervals.

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 hereby indemnifies the Owner and the 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 touching or concerning the hiring of the facility.

Signed on behalf of the Owner	
Signed on behalf of the Hirer	
Date	