



THE GATE

CONDITIONS OF HIRE

The Gate building is only let to Organisations and Individuals subject to the approval of the Administrator and Church leaders.

The Hirer must agree to fully comply with the following regulations as stated below.

Specific conditions:

1. A 'Hire Agreement Form' must be completed by the 'Hirer' and presented to the The Gate aka Gateway Community Trust office when payment is made.
2. Hirer must take complete responsibility for the control and supervision of the function for which the premises has been let.
3. The repair of any damage incurred during the hire is the total responsibility of the hirer.
4. A deposit of \$100.00 is required and will be returned on conclusion of the hire, subject to a favourable inspection.
5. At the conclusion of the hire all floor surfaces must be thoroughly cleaned, all doors and windows correctly secured, all furniture and fittings returned to their correct places, all electrical and water fittings turned off and alarms reset.
6. It is the responsibility of the Hirer to collect and return all keys. Lost keys will mean the changing of locks at the Hirers expense.
7. The hirer is expected to set the alarm when they vacate the building. The alarm code must be kept confidential to the hirer.
8. Included in the price of hire is the cost of power, water, toilets and kitchen use.
9. The rental for the hall is payable in advance. Where the hall is to be used on a regular basis, the rental must be paid monthly.
10. All Rubbish must be removed from the premises.

HIRE CHARGES WILL BE AS FOLLOWS:

\$210.00 + GST

FULL USE (Per Hour) **BOND REQUIRED**

Main Auditorium | Hall | Kitchen

*This **excludes** the sound system and all office areas.*

\$70.00 + GST

PER ROOM (Per Hour) **BOND REQUIRED**

\$25 + GST

MEETING ROOM (Per Hour) **NO BOND REQUIRED**

\$100.00 + GST

BOND

Please talk to us about your regarding Multimedia requirements – some of these details can be altered.



Initial

RULES AND REGULATIONS

At all times, the hirer will be responsible for the behaviour of guests or occupants.

- a) **SMOKING, ALCOHOL, DRUGS OR SUBSTANCE ABUSE** IN OR NEAR THE BUILDING IS PROHIBITED AT ALL TIMES
- b) Hirer must remove all rubbish and belongings on evening of hire from the building.
Any clothing left behind will be disposed of 2 weeks after completion of the hire and will not be the responsibility of THE GATE (Gateway Community Trust).
- c) All food and other organic refuse must be taken away by Hirer
DO NOT LEAVE IN HALL OVERNIGHT
- d) Noise level must be compatible with that expected in a residential area
- e) Please do not attach anything by any means (ie. blu tak) to the walls.
- f) Ensure all taps are turned off
- g) All electrical appliances turned off (Stove, lights).
Exception – Do not switch off fridge/freezer.
- h) Windows closed; Doors locked and secure before leaving. Re-set Alarm.
****Failure to set the alarm or accidentally activated it will cause a security company callout costing \$100 + GST, payable by the hirer immediately following the callout.***
- i) Keep all exits clear.
- j) No access to any of the office areas

ADDITIONAL COSTS COULD BE INCURRED IF:

- **Keys are lost**
- **Alarms not reset or accidentally activated causing security response**
- **Windows broken**
- **Light fittings broken**
- **Curtains damaged (Window and Stage)**
- **Water taps not turned off**
- **Lights left on**
- **Heaters left on**
- **Furniture removed or damaged ie: seats**
- **Speakers damaged or removed**
- **Stereo-unit damaged**
- **Toilets damaged/blocked**
- **Kitchen equipment damaged**
- **Kitchen equipment removed**
- **Phones damaged**
- **Hall is not cleaned and vacated by 1.00am**



Initial



THE GATE

HIRE AGREEMENT

(aka Gateway Community Trust)

I _____ on behalf of _____
(Hirers Name) (Hiring Organisation)

have read and initialled each individual copy and agreed to the 'Conditions of Hire' of the **The Gate** (Gateway Community Trust) facilities as listed and in consideration of the auditorium/rooms being let, I personally guarantee performance of the terms of hire as laid down in this hire agreement.

Contact Name: _____ Mobile: _____

Email: _____

Address: _____

OFFICE USE ONLY

START DATE / TIME HIRE:

COMPLETION DAY / TIME:

HIRE CHARGES WILL BE AS FOLLOWS:

MAIN CHARGE: _____

EXTRA CHARGES (for use of Sound equipment etc): _____

Bond paid in advance: \$100.00 + GST _____
(On behalf of Gateway Community Trust)

TOTAL: _____

Signed _____
(Hirer)

Signed _____
Administrator

Date _____



Initial