

PARISH FACILITY HIRE AGREEMENT

1. FACILITY DETAILS (to be completed by the Parish)

Parish	
Parish Facility Name	
Parish Representative	
Hiring Fee (if applicable)	

2. HIRE DETAILS (to be completed by the hirer)

Full Name		
Postal Address		
Preferred Telephone		
Preferred Email		
Usage Type	<input type="checkbox"/> Personal <input type="checkbox"/> Commercial (if yes, please provide business name) _____	
Event Description (birthday party, wedding etc)		
Date(s) of hire	<input type="checkbox"/> Single Use Date:	<input type="checkbox"/> Ongoing Use Frequency: Start Date: End Date: (Note: max. period of hire is 12 months)

3. PUBLIC LIABILITY INSURANCE REQUIREMENTS (to be completed by the hirer. See Page 3 for further details.)

<input type="checkbox"/> I acknowledge and accept responsibility for the safe custody of the persons and property during the term of the hire or use, AND			
<input type="checkbox"/> I indemnify the Parish, the Anglican Diocese of Grafton and its officers, 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, AND			
<input type="checkbox"/> I have arranged my own Public Liability Insurance, acceptable to the Parish, for the duration of the event and attach proof of cover (certificate of currency).			
Name		Signature	Date



4. HIRER DECLARATION

As the hirer of the nominated facility, I acknowledge that I have read and accept the below obligations:

- To abide by any local legislation/regulations regarding public health requirements (eg. COVID-19 Safety Plans)
- To pay the hiring charges in the manner and time agreed
- To leave the facility in a satisfactory and clean condition (including any black/white boards)
- To remove all rubbish
- Not to remove anything owned by the Parish from the facility
- To lift (not drag) anything moved within the facility and to return items to their original position
- Not to use any exhibits or decorations in the facility without the prior agreement of the Parish Representative
- To do no damage to the facility, its furniture and furnishings, accessories or environs and to report to the Parish Representative any loss of damage to property and to pay for its repair or replacement
- Not to permit smoking within the facility
- To switch off all lights, fans, heaters/air conditioners and other electrical equipment (unless otherwise marked) before vacating the facility
- To secure windows and doors on vacating the facility
- To return any keys to the Parish Representative in the manner agreed
- To conclude evening functions to comply with local noise restriction requirements
- To create no nuisance during the period of hire, either by way of noise or otherwise so as to inconvenience adjoining owners or occupiers
- Not to carry out in, or about the facility, any illegal activity

Hirer Name		Signature		Date	
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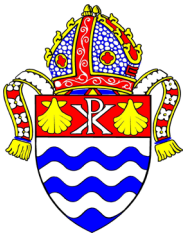
5. PARISH APPROVAL

By signing this form, I/we acknowledge:

- Event/activity details are confirmed
- Insurance requirements have been confirmed with the hirer
- If required, a Public Liability Insurance certificate of currency has been provided by the hirer

Parish Representative Name		Signature		Date	
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For further information regarding required insurance, please see page 3.



PUBLIC LIABILITY INSURANCE

Persons/groups/organisations hiring or using buildings and other property of a Parish accept responsibility for the safe custody of the property during the term of the hire or use. Hirers are required to indemnify the Parish/Anglican Diocese of Grafton and its officers of any liability arising from the hire and use of the buildings and/or other property.

Prior to the Hirer being provided entry to or use of the facility, the Hirer shall take out a Public Liability Policy of insurance with an insurer acceptable to the Parish/Diocesan Entity, covering all the activities of the Hirer and their contractors and sub-contractors.

The Anglican Diocese of Grafton is to be listed as a **Named Insured/Interested Party** in relation to the Hirer's activities. The policy shall provide cover for not less than \$10,000,000 for any one occurrence, in the aggregate for products liability and unlimited in the aggregate for public liability.

As a Named Insured on the hirer's insurance policy, the policy shall also include a cross-liability clause in which the Insurer agrees to waive all rights of subrogation or action against any of the persons comprising the Insured and for the purpose of which the Insurer accepts the term 'insured' as applying to each of the persons comprising the Insured as if a separate policy of insurance had been issued to each of them.

The period of insurance must cover the period of the contract.

The effecting of insurance shall not limit the liabilities or obligations of the Hirer as required under the Agreement.

Proof of Insurance

The Hirer must provide evidence of insurance prior to being provided entry to or use of the facility. Such evidence is to be in the form of a certificate of currency issued by the Insurer (not the Broker) which must include the Anglican Diocese of Grafton as the **Named Insured/Interested Party** and include a Business description which includes all the activities of the Hirer, their contractor and sub-contractors.