



## **APPLICATION FOR USE OF GLENBROOK BAPTIST CHURCH PROPERTY**

**The Church property is dedicated to the promotion of the Christian Gospel, Christian worship and teaching. As such is not available for hire by other faiths for meetings, ceremonies or other events which would not be in harmony with the faith statement of Glenbrook Baptist Church and/or the Baptist Union of NSW & ACT. Any groups found to be using the property in this way will be asked to leave immediately.**

### **PRACTICAL MATTERS**

1. Phone bookings are temporary and will be held for one month only.
2. No bookings will be confirmed unless this application is completed and returned within that period.
3. Total contribution should be made prior to the date of use, at the latest when collecting the keys.
4. Cheques should be made payable to Glenbrook Baptist Church.

### **INSURANCE IS COMPULSORY**

With the exception of private family functions, all other bookings will only be accepted where the group can provide a certificate of currency for public liability insurance. A copy of the certificate of currency should be returned with this application form.

### **PRIVACY STATEMENT**

The above information is required for the sole purpose of booking and hiring equipment and premises at Glenbrook Baptist Church. All personal information collected will be kept in a format that will ensure its security. Glenbrook Baptist Church collects personal information in order to fulfill its spiritual, pastoral, social, educational and administrative functions. At any time, you may have access to your details.

### **GLENBROOK BAPTIST CHURCH**

Phone: (02) 4739 3974  
45 King Street,  
Glenbrook NSW 2773  
Email: [office@glenbrookbaps.com.au](mailto:office@glenbrookbaps.com.au)  
Web: [glenbrookbaps.com.au](http://glenbrookbaps.com.au)

# APPLICATION FOR USE OF GLENBROOK BAPTIST CHURCH PROPERTY

## PART 1- AGREEMENT

**AGREEMENT** between GLENBROOK BAPTIST CHURCH ("The Licensor")

**AND**.....("The Licensee"/hirer)

**Date of agreement:** ..... / ..... / 20

**Premises:** ....., 45 King Street Glenbrook 2773 ("The Facility")  
(rooms to be used)

**Period of license:** .....

**Conditions:**      **It is the responsibility of the Licensee:**

### 1) USES TO WHICH PROPERTY CAN BE PUT

The property shall only be used for the activities disclosed in the form below.

**The Church property is dedicated to the promotion of the Christian Gospel, Christian worship and teaching. As such it is not available for hire by other faiths for meetings, ceremonies or other events which would not be in harmony with the faith statement of Glenbrook Baptist Church and/or the Baptist Union of NSW & ACT. Any groups found to be using the property in this way will be asked to leave immediately.**

### 2) COSTS

A contribution towards the costs. The contribution is intended to cover the costs associated with the use of the facilities - power, lighting, wear and tear, administration costs, etc. A "Cleaning Bond" may also be required. The bond is refundable approximately one month after the date of use subject to the Glenbrook Baptist Church or its representatives being satisfied that the conditions listed hereunder have been complied with and the premises are left in a clean and tidy condition at the conclusion of the function. A guide to the minimum recommended contributions and the bond is as follows. Where an Applicant cannot meet the cost of the contribution, application can be made for special consideration - contact the Office Administrator.

<b>Bond</b>	<b>\$250.00</b>
<b>Suggested Minimum Contribution</b>	<b>See page 7</b>

### 3) CHURCH EQUIPMENT

Articles of equipment belonging to the church (including but not restricted to notice boards, overhead projectors, musical instruments, etc) are not generally available for use by the Applicant. We do not provide digital projectors, sound equipment or other items which may be available in a commercial property for hire. These items need to be hired independently for your event. The exception to this may be for weddings and for other events if you are willing to pay a fee and if someone from the Church is available to help you. If required we will put you in touch with a sound technician and/or an organist who may be available for your event at a cost to be negotiated directly. If these people are not available, you will need to make other arrangements.

The kitchen is used by a variety of groups on a daily basis. It is vital that all the kitchen equipment used is returned to its proper place and that the kitchen is left totally clean and tidy when your event is finished. Leftover food and drink must be taken with you. Anything which is moved must be returned to its original position at the end of the function.

#### **4) CANCELLATION**

This is a limited license arrangement and no tenancy or lease is created. It can be brought to an end at any time by either party, but if the Applicant cancels the booking within one month prior to the date booked, part of the bond and/or donation may be forfeited at the discretion of the Glenbrook Baptist Church or its representatives, to cover any costs incurred. If an emergency (e.g. funeral) happens and we need to use the church, Glenbrook Baptist Church will not accept any liability for loss of income.

#### **5) RISKS TO PEOPLE**

Neither Glenbrook Baptist Church nor any of its representatives are to be held responsible for any injuries incurred on Church premises by the Applicant or by any visitor connected with the Applicant's function.

#### **6) INSURANCE**

The Applicant is required to take out a public liability insurance policy on behalf of its organisation, or the individual responsible for the event, naming Glenbrook Baptist Church as additionally insured. Indemnity should be for no less than \$5,000,000.00 covering property damage, or any legal liability arising from the use of the facility. Where possible, the Applicant should arrange its own insurance with its own insurance company. A copy of the insurance certificate must be returned with the application.

##### **NOTE FROM BAPTIST UNION GUIDELINES:**

*"Any persons or organisations hiring or using buildings and other property of the Baptist Union should have Public Liability Insurance to protect them for claims arising due to bodily injury or property damage sustained by others. Such hirers/users could in some circumstances be liable to the Baptist Union or its Insurers for loss of or damage to church property and they should therefore ensure that their Public Liability Policy provides adequate protection to them in this regard."*

#### **7) RESPONSIBILITY FOR PERSONAL PROPERTY**

Glenbrook Baptist Church shall not be responsible for personal property of the Applicant or of any visitor connected with the Applicant's function or for any articles or equipment left upon the premises at any time.

**The Applicant shall not bring any equipment onto the site unless it has been disclosed in the form below or expressly approved by Glenbrook Baptist Church in writing.**

#### **8) PRIORITIES**

While every effort is made to avoid inconvenience, the use of a specific area by the Applicant is on the understanding that other areas of the property may be in use by other groups or by Glenbrook Baptist Church. Regular church activities or programs have priority and the proposed use must not interfere with them.

#### **9) PARKING**

Parking within Glenbrook Baptist Church property is strictly limited, with priority given to those directly involved with Church business or activities. The use of any church property by outside organisations does not guarantee the availability of parking spaces.

Parking is available beside main church building in King Street and at rear of youth hall with entry from Glenbrook Road. There are no flood lights at rear for night parking. The main drive between church and car park is strictly no parking.

#### **10) AREAS TO BE USED**

The Applicant shall only use the hall/room/facility that is actually booked.

### **11) CUTLERY AND CROCKERY**

Cutlery and crockery belonging to the church is not available to the Applicant unless he/she attends the church. There is a limited amount of everyday crockery and cutlery which can be used but it would not be enough for a large gathering.

### **12) SIGNS AND OTHER CHANGES TO THE BUILDINGS**

Under no circumstances must any change be made to any part of the building, fixture or stage without the written approval of Glenbrook Baptist Church or its representative.

Signs shall not be attached (whether by tape, tacking or by any other means) to any painted or smooth wall in the building (internally or externally) without prior approval. The Applicant should discuss the need for signs with the Church at the time of booking the use of the facilities. Signs attached to notice boards etc must be removed before you leave the property. All signs must be in English. If another language is used the English translation must also appear.

### **13) NO ALCOHOL, SMOKING OR DRUGS**

No alcohol, cigarettes or other drugs are to be brought onto the premises. Glenbrook Baptist Church exercises an alcohol, smoke and drug free zone on its property.

### **14) RESPONSIBILITY FOR DAMAGES AND BREAKAGES**

The Applicant is entirely responsible for the proper use of the premises and all damages/ breakages etc caused by the Applicant or by any visitor connected with the Applicant's function, will be made good/replaced by the Applicant at their own expense.

### **15) RESPONSIBILITY FOR BEHAVIOUR**

The Applicant will be held responsible for the proper behavior of their guests and their quiet departure from the property and parking area.

### **16) KEEPING PROPERTY TIDY**

All furniture including tables and chairs must be returned to the appropriate storage areas at the completion of the function.

### **17) CLEANING**

The Applicant is responsible for all cleaning after use and for leaving the premises in at least the same state in which they were at the commencement of use. Any extra costs incurred for cleaning will be charged to the Applicant or deducted from the initial cleaning bond.

### **18) RUBBISH REMOVAL**

The Applicant is responsible for removing all garbage, bottles, cans etc from the church property and grounds. You must take all your rubbish away when you leave.

**19) NOISE**

As we have close neighbors' it is important that their peace is not disturbed by events at the Church. All music needs to cease by 10.30pm and all guests need to leave the building by 11:00pm. Please leave the property as quietly as possible. As the car park is close to the residential properties in King Street, special attention needs to be given to this area.

**20) FINISH TIMES**

All functions will end by 10:30pm, unless prior authority has been obtained from Glenbrook Baptist Church or its representatives. The security alarm in main church building is set for 11.00pm.

**21) INSPECTION**

A representative of Glenbrook Baptist Church is entitled to inspect the premises at any time during your use, if the Glenbrook Baptist Church at its discretion thinks it necessary.

**22) INDEMNITY**

The Applicant indemnifies Glenbrook Baptist Church and its representatives against all claims whether by the Applicant or by any person connected with the Applicant's function for any injury suffered when using or entering the premises. The "Glenbrook Baptist Church and its representatives" includes (but is not limited to) the officers and members of the Church, The Baptist Union of New South Wales and Baptist Churches of New South Wales Property Trust.

**WHO WANTS TO USE THE PROPERTY?**

Full name of group, association or individual:		
Trading name (if applicable):		
Address:		
		Postcode:
Contact person's name:		
Position applicant holds with group:		
Contact phone numbers:	Work :	<b>Mobile:</b>
	Home:	Other:
Contact email address:		

**WHEN DO YOU WANT TO USE THE PROPERTY?**

Date:	From (starting time)	am/pm
	To (finishing time)	am/pm
(The property needs to be vacated by 11.00pm)		

**FOR WHAT PURPOSE DO YOU WANT TO USE THE CHURCH PROPERTY?**

Provide details of the purpose for which you want to use the church property:		
Number of people you expect to attend:	Adults:	Children:
Details of any equipment you plan to bring with you:		

**MINIMUM CONTRIBUTIONS**

<b>Functions</b>					
<b>Facilities Required</b>	<b>Cost</b>	<b>Please Tick</b>	<b>Facilities Required</b>	<b>Cost</b>	<b>Please Tick</b>
<b>Hall &amp; Kitchen</b> including stage, tables & chairs			<b>Lower halls under Church</b>		
1-4 hours	\$60		1-3 hours	\$50	
4-5 hours	\$75		More than 3 hours	\$75	
More than 5 hours	\$125				

**TOTAL TO PAY\$ \_\_\_\_\_**

<b>Weddings</b>		
<b>Facilities Required</b>	<b>Cost</b>	<b>Please Tick</b>
Wedding ceremony, wedding rehearsal, time to arrange flowers and other decorations etc.	\$450	
Use of Main hall & kitchen for refreshments	\$200	
Sound Equipment in church with our technician (Sound Equipment can only be used by our volunteers)	\$100	
Organist	\$100	

**TOTAL TO PAY FOR WEDDINGS\$ \_\_\_\_\_**

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**YOUR PUBLIC LIABILITY INSURANCE**

Policy Number	
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**OR**

This is a private family function





AGREEMENT

I/We have read and agree to the "Conditions of Use" which Glenbrook Baptist Church sets for use of its property. If my booking is accepted, I agree to abide by those conditions. On that basis, and on the basis of the answers given in this application:

I/we request permission to use the facilities set out above.	Please circle: Yes/ No
If applicable, I/We agree to pay a Bond in the sum of \$250.00 (staff will tell you if this is necessary when they receive this form)	Yes <i>I</i> No

Attached is a copy of our Public Liability Certificate of Currency, or	Please circle: Yes <i>I</i> No
This is a private family function	Yes/ No

Signature of

Licensee/hirer.....

Signature of

Licensor/Church.....