



**THE UNITING CHURCH IN AUSTRALIA
ST PAUL'S UNITING CHURCH
(STAFFORD DISTRICT)
PRESBYTERY OF MORETON RIVERS**

Supply Minister: Pastor Jillian Ross
PHONE: Office (07) 3356 9465

PO Box 5540
Rode Shopping Centre
Stafford Heights 4053

June 2023

VENUE HIRE TERMS AND CONDITIONS

- Use of our facilities must align with the values and ethos of St Paul's Uniting Church, Stafford and the Uniting Church in Australia.
- The current Non-Exclusive Use Licence Agreement (NEULA) to be filled out and signed. Contact the Office Administrator for a copy.
- Have Public Liability insurance and Certificate of Currency in the same name of the hirer shown on the NEULA. Hirers are responsible for providing a copy of an updated insurance certificate on expiry of the current certificate.
- Have read the Emergency Procedures Document.
- The hourly charge is \$20/hour (incl GST) or part thereof. The time required is to include setup and cleanup.
- A bond of 1 week's lease for regular hirers and \$50 for once-off hirers will be required. The bond will be refunded at the end of the hire agreement providing all terms and conditions have been met.
- Payment of invoices must be made within 14 days of receipt of invoice. All outstanding payments must be received before a booking extension or a new booking can be confirmed.
- Booking is only for the hall (including kitchen). If you require the use of the church as well, this must be arranged in advance with the Office Administrator at an additional cost of \$15/hour (or part thereof).
- A kitchen is available for use. It must be left in a clean and tidy state. The dishwasher can only be used if prior approval has been given by the Office Administrator.
- The room hirer is responsible for reimbursing any damage to building or equipment.
- 2 week's notice is to be given for permanent cancellations.
- Adjustment to bookings is to be coordinated with the Office Administrator.
- No storage is available on-site.
- Alcohol, illicit substances and smoking are not permitted on St Paul's UCA, Stafford premises.
- Premises are to be left clean and tidy.