

General Conditions

Administration Charge, Booking Fee and Bond

- There is an administration charge and a booking fee for all new bookings. The minimum hire is 2 hours unless special circumstances prevail. The 2 hour minimum booking applies for each new booking whether or not an existing hirer. The minimum booking may be spread over a longer period (e.g. a 1 hour booking for successive weeks). A bond of \$300 is required and will be refunded in full if all conditions have been met.
- Each booking is to be charged in half hour time segments. *You will need to book for the whole time you are at the premises, allowing for set up and clean up time.* It is expected that the facility and equipment is clean and free of damage when you commence your booking. Please leave as you found it. If you find the facility broken or damaged please alert the Manager.
- Charges may apply for additional cleaning and maintenance, for high impact activities, and for the use of the Evans Kitchen for any purpose except tea or coffee making, or for the use of the commercial dishwasher.

Winter Rates

- There is an energy use charge for heating between May 1 and Sept 30. This charge covers the cost of energy as well as maintenance of heating units. You must ensure that heating is turned off before you leave the premises as forgetting to do this may result in additional charges to you

Insurance Cover

All ongoing hirers must indemnify the Diocese of Melbourne from 3rd party insurance claims and must provide evidence of a current insurance policy for their business with Third Party cover of \$20million or more.

Keys

All keys are subject to a bond of \$60 for each Key issued.

All keys remain the property of the church and must be returned at the end of the booking.

Bond

The Bond applies in all cases, and if used during the term of a tenancy for cleaning damage, must be topped up.

Payment

Unless otherwise negotiated payment either for Casual Bookings or Ongoing Bookings must be paid before commencing any activity. In the case of ongoing tenancies payment for each term or quarter should be made in advance.