

## Schedule

Item 1	Date of Licence	
Item 2	Licensor	The Wardens of the Anglican Parish of Penshurst ABN: 18865492709
Item 3	Licensor's address, email and phone number for service <i>(Clause 10)</i>	Address: 2 Carrington St, Penshurst NSW 2222  Email: phill@penshurstanglican.org  Phone: 0401 539 736 (Phillip Read)
Item 4	Licensee	
Item 5	Licensee's address, email and phone number for service <i>(Clause 10)</i>	Address:
Item 6	Property	<i>Address of the property on which the Premises are situated</i> 2 Carrington St, Penshurst NSW 2222
Item 7	Premises	<i>Details of the building or room(s) comprising the Premises. Attach a plan if possible</i> The Church building
Item 8	Date and hours of licence <i>[Maximum licence period of 12 hours]</i>	Date:
Item 9	Licence fee <i>(GST Inclusive)</i>	
Item 12	Particulars of public liability insurance <i>(Clause 8)</i>  <i>*See note below</i>	
Item 13	Permitted use <i>(Clause 6)</i>	
Item 14	Amount of Bond <i>(Clause 5)</i>	\$100  Account Name: St Johns General Fund Bank: Westpac Bank, Mortdale Account BSB: 032167 Account No: 870821
Item 15	Items which the Licensee may use <i>(Clause 2(b))</i>	

Wardens

Licensee

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# Church hall hire policy

Below are the stipulations for church hire and the means of proceeding. If you have any queries please contact Rev Phillip Read on 0401 539 736

## **A. Insurance**

### **Certificate of Currency for insurance**

\$10m public liability is required. We can provide contact details with an insurer who can provide a certificate of currency to cover the event.

## **B. Cost**

The rate is determined by the type, time and length of hire.

## **C. Obligations of the user**

To pay the relevant charges in the manner and time agreed.

Do NOT move any church furniture without permission by the wardens.

Do NOT change the settings of the power amplifier.

To leave the facility in a satisfactory and clean condition.

To remove all rubbish from the premises.

To leave all items owned by the Parish as found.

You must report to the Parish any personal injury, or loss or damage to property and to pay for its repair or replacement.

Smoking is not permitted in the facility.

No alcohol on the property

To switch off all lights, fans, heaters, air conditioners and other electrical equipment before vacating the facility.

No illegal activity is to be carried on in, or about the facility.

No food is permitted in the church building. Food can be consumed in the foyer.

Any advertising must be approved by the Incumbent / Church warden prior to its use, and must clearly state that the activity is not a Parish activity.

## **D. How to proceed**

If you would like to proceed then please contact [churchrental@penshurstanglican.org](mailto:churchrental@penshurstanglican.org)