

VENUE HIRE AGREEMENT

EVENT INFORMATION

Number of Attendees: _____

Hire Date & Time: ____ / ____ / 20____
Date

Start Time:

Finish Time:

Event Description: _____

CONTACT INFORMATION

Hiring Contact:

Name of Company or Organisation

Name of Primary Contact

Phone Number for Primary Contact

Email Address

Address

Name of Contact Person attending on Day of Hire

Phone Number

Billing Contact:

Name on Invoice – if different from company name above

Attention to

Postal Address – if different from above

Email Address to send Invoice to

BOOKING REQUEST AND CONFIRMATION

ROOM REQUESTED FOR HIRE:

- Auditorium Seminar Room Common Room Kitchen

SEATING STYLE:

- Theatre Classroom

EQUIPMENT REQUESTED

VENUE SETUP:

- Chairs Number of Chairs Required: _____
 Trestle Tables Number of Tables Required: _____
 Lectern

AUDITORIUM/OLD AUD SETUP:

- Basic AV setup (included)**
 Microphone and aux input for playing audio
 Projector and screen with HDMI or VGA input

OR

- FULL AV setup (\$400 + \$70 per hour for technician)** Est. number of hours: _____
 Full Sound System including cordless microphones, foldbacks and speakers
 Lighting and lighting desk
 Projector and screen

REFRESHMENTS:

- Tea and Coffee (\$3pp per half day) Number of people for tea and coffee: _____

VENUE HIRE TERMS & CONDITIONS

To hire a space from Awaken City Church, you must read and agree to all terms and conditions. It is the responsibility of the hirer to ensure that all terms and conditions are adhered to.

1. Maximum venue capacity is 300. This is not to be exceeded.
2. The Hirer shall not use, move, or touch equipment that is not specifically included in the signed Venue Hire Agreement.
3. The Hirer is responsible for any damage caused to the building, facilities, and equipment at Awaken City Church. The hirer may be charged for any repairs needed as a result of their booking.
4. Unless a cleaning fee has been arranged, Awaken City Church is to be left clean and tidy. This includes furniture, floors, carpets, walls, the toilet area, and the car park. The hirer may forfeit their bond if the venue is left in an unsatisfactory condition. Cleaning equipment will be available for the hirer.
5. Any equipment of furniture that is moved must be put back in its original position at the end of the hire period. Failure to do this may result in extra charges for the time taken to do so.
6. There is to be no alcohol consumed on the premises. This includes the carpark areas, neighbouring properties and surrounding street areas.
7. Smoking inside the building and in the carpark is not permitted.
8. Unless arranged, payment is due one week prior to the event.

SIGNATURES:

I have read and agree to the Venue Hire Terms and Conditions for Awaken City Church, and agree that if they are not met, the booking may be cancelled, or additional costs may be charged. I hereby confirm that all details above are true and correct. I agree to notify Awaken City Church Staff if any of the above details change.

Signed by Hirer

Date

Signed by representative of Awaken City Church

Date