



ACT Hire Agreement

Title	Hire Agreement - For Organisations located in the ACT
Creation Date	March 2022
Created By	Synod Property Services
Last Revised	17 March 2022
Approved By	Synod Office
Approval Date	TBC

Hire Agreement Instruction Sheet

1. This Hire Agreement is to be used for one off or infrequent/intermittent use of a Church facility, including but not limited to the following kinds of uses:
 - (a) social functions, including but not limited to parties, christenings, wedding receptions, baby showers, etc;
 - (b) music, dance, dramatic or other rehearsals or performances (not including regular weekly use by groups); or
 - (c) award ceremonies, one off seminars or presentations, information evenings.
2. The maximum term of the Hire Agreement is 2 calendar weeks. For infrequent/intermittent use over a longer period, a separate Hire Agreement should be completed for each date that the church property will be hired.

Any Hire Agreement which does not comply with this requirement will be void and unenforceable.

3. For more regular non-exclusive use of church property (e.g. weekly classes or meetings) please use the Hirer Agreement.
4. This Hire Agreement is not suitable for:
 - (a) long term tenancies;
 - (b) exclusive tenancies;
 - (c) residential uses;
 - (d) use by Uniting Church groups or associated entities (e.g. bible study, prayer or youth groups, congregational social events, holiday kids clubs, playgroup or other congregational activities);
 - (e) child care (including after school care);
 - (f) market stalls or other fair/market/carnival events;
 - (g) retail businesses, commercial services uses (other than the kind described at 1 above), or use of office space.
5. For further information about leases, licences, or situations not otherwise covered by the Hirer Agreement or Hire Agreement please contact Property Services, Synod Office at property@nswact.uca.org.au or on 02 8267 4300.
6. Some Hirers may qualify to take advantage of the Hall Hirers Public Liability insurances. The Hall Hirers Public Liability Application Form and the eligibility criteria can be found on our website at <https://nswact.uca.org.au/shared-resources/insurance/forms/>

Reference Schedule

Item No.	Item Description	Details
General		
1.	Parties	<p>UCA [name of congregation / organisation] ABN [ABN] of [address line 1] [address line 2] acting on behalf of The Uniting Church in Australia (Australian Capital Territory) Property Trust ARBN 17 745 976 530</p> <p>Hirer [name of individual / organisation] [trading as [trading name]] [ABN/ACN/ARBN] [address line 1] [address line 2]</p>
2.	Party Contact	<p>UCA [contact name] Position: [contact position/role] Email: [contact email] Phone: [contact phone] Fax: [contact fax]</p> <p>Hirer [contact name] Email: [contact email] Phone: [contact phone] Fax: [contact fax]</p>
Property and Use Details		
3.	Property	
4.	Use Area	[brief description of area being used] [including shared bathroom / kitchen / parking / etc facilities] located at the Property [being the area hatched on the sketch plan enclosed at Annexure B] and including any furniture, fittings and equipment therein owned or supplied by UCA except for any Excluded Items
5.	Excluded Items	[Not Used] / [name/describe any furniture, fittings and equipment not available to Hirer]
6.	Permitted Use	[describe activity/event approved to be undertaken by Hirer]

7.	Maximum Number of Attendees (including Hirer)	[maximum number of persons including children and infants allowed in Use Area at any one time]		
Term				
8.	Start Date	[start date]		
9.	End Date			
10.	Access Times	Date	Start Time	End Time
		[date]	[start time]	[end time]
		[date]	[start time]	[end time]
		[date]	[start time]	[end time]
		[date]	[start time]	[end time]
		[date]	[start time]	[end time]
		[date]	[start time]	[end time]
		[date]	[start time]	[end time]
Deposit & Fees				
11.	Hourly Fee Rate	[\$[amount]] (inclusive of GST) per hour		
12.	Fee Total	[\$[Hourly Fee Rate x total of Access Times x Term]] (inclusive of GST)		
13.	Payment Due Date	[date]		
14.	Payment Method	<input type="checkbox"/> By cheque made payable to <input type="checkbox"/> By direct deposit to: <input type="checkbox"/> Other [redacted]		
15.	Security Deposit	[\$[amount]] (inclusive of GST)		
16.	Security Deposit Due Date	date (must be no later than Start Date)		
17.	Security Return Details	<input type="checkbox"/> By direct deposit to: <input type="checkbox"/> Other [provide details for other]		
Other Matters				
18.	Insurance	Pursuant to clause 10, unless the Hirer is eligible for and has obtained Hall Hirers Public Liability insurance through		

		<p>UCA, the Hirer must hold and maintain the following insurances during the Term:</p> <p>(a) Public liability insurance:</p> <ul style="list-style-type: none"> (i) in respect of the Use Area and Permitted Use; (ii) for at least A\$20,000,000.00; (iii) noting the interest of The Uniting Church in Australia Property Trust (NSW); (iv) waiving any claim by the insurer against UCA; and (v) not making any exclusions, endorsements or alterations to the policies, or allowing them to be made, without the prior written consent of UCA. <p>(b) [insert any additional insurance requirements]]</p>
19.	COVID Safe Plan	<p>Pursuant to clause 7.2(a), the Hirer must have a COVID Safe Plan during the Term.</p> <p>A copy of the plan prepared by the Hirer and approved by UCA is enclosed at Annexure A.</p>

Hirer Agreement Standard Terms and Conditions

Background

- A. UCA is the owner of the Property.
- B. The Hirer wishes to use the Use Area for the Permitted Purpose.
- C. UCA has agreed to grant the Hirer the right to use the Use Area for the Permitted Purpose, subject to the terms and conditions of this Agreement.

1. Definitions

The following terms have the meaning given to them in the Reference Schedule: "Party Contact", "Property", "Use Area", "Excluded Items", "Permitted Use", "Maximum Number of Attendees", "Start Date", "End Date", "Access Times", "Hourly Fee Rate", "Fee Total", "Payment Due Date", "Payment Method", "Security Deposit", "Security Deposit Due Date", "Security Return Details", "Insurance" and "COVID Safe Plan".

Agreement means this document (being the Standard Terms and Conditions), item 2 of the attached Hire Agreement Instruction Sheet, the attached Reference Schedule, the attached Property Details and Code of Conduct, and any annexures.

Attendee means any person (including children and babies) other than the Hirer (where the Hirer is a natural person) on the Property in connection with the Permitted Use.

GST has the same meaning as in the GST law.

GST law has the same meaning as in the *A New Tax System (Goods and Services Tax) Act 1999* (Cth) as amended or replaced from time to time.

Hire Agreement Instruction Sheet means the document of that name attached to this Agreement.

Hirer has the meaning given to it in the Reference Schedule and includes any office bearers, employees, contractors, agents and/or volunteers of the Hirer.

Property Details and Code of Conduct means the document of that name attached to this Agreement.

Reference Schedule means the document of that name attached to this Agreement.

Tax Invoice has the same meaning as in the GST law.

Taxable Supply has the same meaning as in the GST law.

Term means the period starting on and from the Start Date and ending on the End Date.

UCA has the meaning given to it in the Reference Schedule and includes its ministers, officers, employees and volunteers.

2. Use, Term and Option to Renew

- 2.1 Subject to the terms and conditions of this Agreement, UCA grants to the Hirer a non-exclusive right to undertake the Permitted Purpose at the Property:
 - (a) during the Access Times; and

- (b) within the Use Area, during the Term.

- 2.2 The Hirer agrees and acknowledges that they must not, and any Attendee must not, use or occupy any building, structure, improvement, or space at the Property other than the Use Area without the prior written consent of UCA (which may be withheld at UCA's absolute discretion) other than for the purposes of ingress and egress.

- 2.3 The rights of the Hirer to utilise the Use Area does not grant the Hirer permission to use the Excluded Items or any furniture, fittings or equipment located elsewhere on the Property. The Hirer must obtain the prior written consent of UCA (which may be withheld at UCA's absolute discretion) before using any such items.

- 2.4 UCA gives no warranty as to the suitability of the Use Area or the use to which the Use Area may be put by the Hirer.

3. Non-Exclusivity

- 3.1 The Hirer acknowledges that its right to use the Use Area for the Permitted Use is not exclusive to the Hirer and that UCA may permit other persons to conduct like activities or events at the Property notwithstanding that those are the same or similar to the Permitted Use in whole or in part.

- 3.2 The Hirer further acknowledges that UCA has the right of admission to the Use Area at all times.

4. Fees and Payment

- 4.1 The Hirer must pay the Fee Total by the Payment Due Date using the Payment Method, or otherwise as UCA may direct in writing from time to time.

- 4.2 If there are any Access Times during the Term where the Hirer will be absent and not using the Use Area, the Hirer must notify UCA in writing of that anticipated absence as soon as reasonably practicable.

- 4.3 The Hirer agrees and acknowledges that any Fee Total or part thereof which is paid is non-refundable, although UCA may in its absolute discretion refund or otherwise credit to the account of the Hirer such amounts where it considers it is appropriate to do so.

- 4.4 UCA reserves the right to increase the Hourly Fee Rate (and the Fee Total) on 14 days' notice to the Hirer in the event that UCA incurs any extraordinary costs, expenses or other charges in connection with its operation of the Use Area.
- 4.5 If the Hirer uses the Use Area or any other part of the Property outside the Access Times (or as otherwise agreed in writing with UCA) without the prior permission of UCA then the Hirer will pay UCA for that additional time on the basis of the Hourly Fee Rate, to be charged in 15 minute blocks at UCA's absolute discretion, in accordance with clause 4.1.
- 4.6 Where there is a Security Deposit the Hirer must pay this by the Security Deposit Due Date using the Payment Method, or as UCA may otherwise direct from time to time.
- 4.7 Subject to the Hirer complying with the terms and conditions of this Agreement, UCA will return the Security Deposit to the Hirer within 28 days of the End Date using the Security Return Details or to any account which may be nominated by the Hirer in writing.
- 4.8 If the Hirer breaches any term of this Agreement (including any part of the Property Details and Code of Conduct), then UCA reserves the right to retain part or all of the Security Deposit towards making good any loss or damage sustained by UCA as a result of that breach.

5. GST

- 5.1 If any supply under this Agreement is a Taxable Supply, the Hirer must pay to UCA the amount of the GST applicable to the supply in the same manner and at the same time as also paying the consideration otherwise payable by the Hirer.
- 5.2 UCA must give to the Hirer a Tax Invoice in respect of any payment received by UCA in accordance with clause 5.1.

6. Inclement Weather

- 6.1 The Hirer acknowledges that it uses the Use Area at its own risk and that where the Use Area includes any outdoor space it is a matter for the Hirer to decide whether to undertake the Permitted Use in the event of inclement weather, subject to clause 6.2.
- 6.2 UCA reserves the right to direct the Hirer at any time to cease undertaking the Permitted Use in the Use Area where the Use Area includes outdoor space and, in the reasonable opinion of UCA, weather conditions are considered too dangerous to occupy the Use Area.

7. Hirer's Obligations

- 7.1 The Hirer must not:
- (a) use the Use Area for any purposes other than the Permitted Use;
- (b) use the Use Area or any other part of the Property outside the Access Times, including for set up/pack up (which must be done within the agreed Access Times);
- (c) exceed the Maximum Number of Attendees in the Use Area at any time;

- (d) store any goods, merchandise, equipment or other items in the Use Area or the Property without the prior written consent of UCA or as otherwise provided for in this Agreement;
- (e) use any electrical appliances (other than those included in the Use Area by UCA), gas cylinders or gas appliances in the Use Area without the prior written consent of UCA (such consent to be given in UCA's absolute discretion), and then only where those cylinders and/or appliances meet the applicable Australian Standards. The Hirer agrees and acknowledges that where they use gas cylinders and/or appliances in accordance with this clause, that use will be at the risk of the Hirer;
- (f) use any equipment or system in or on the Use Area that may overload the electrical, water, gas or other services to the Use Area;
- (g) drive any nails, screws or hooks into any part of the Use Area without the prior written consent of UCA, such consent to be given in UCA's absolute discretion;
- (h) display any form of business or advertising signage in the Use Area or elsewhere on the Property without the prior written consent of UCA, such consent to be given in UCA's absolute discretion;
- (i) lodge or allow to be lodged a caveat against the Property or the land on which the Use Area is located;
- (j) use the address of the Use Area and/or the Property as their mailing or other registered address without the prior written consent of UCA, such consent to be given in UCA's absolute discretion;
- (k) advertise using the name, logo or other intellectual property of UCA, including but not limited to any intellectual property of UCA associated with the Property or the Use Area, without the prior written consent of UCA, such consent to be given in UCA's absolute discretion;
- (l) allow any rubbish to be left in the Use Area;
- (m) use inflammable or dangerous substances in the Use Area or Storage Area except as may be permitted by law;
- (n) use any public address system, microphone or amplified equipment of any type which may be heard outside the Use Area without the prior written consent of UCA;
- (o) exceed the maximum noise standards set out at Part 2.2 of Schedule 2 of the *Environmental Protection Regulation 2005 (ACT)* (in accordance with the requirements of section 25(1) of that regulation and section 5(2) of the *Environmental Protection Act 1997 (ACT)*);
- (p) bring any kind of live animal (including but not limited to dogs) onto the Property without the prior written consent of UCA, except as may otherwise be permitted by law;
- (q) park any vehicle on the Property other than in places designated by UCA;
- (r) obstruct or use for any purpose other than ingress and egress those parts of the Use Area and Property normally used for entrance to or exit from the Use Area; or

- (s) do anything to, on or in the Use Area or the Property that may increase the rate of any insurance on or prejudice any insurance policy relating to the Use Area or any property in it without the prior written consent of UCA, such consent to be given in UCA's absolute discretion.

7.2 The Hirer:

- (a) must at all times during the Term have a COVID Safe Plan;
- (b) must ensure that the Use Area is kept clean and tidy, and immediately clean any spillage or waste matter;
- (c) must avoid any noise or action which may interfere with the activities of UCA, other users of the Property or persons in neighbouring properties;
- (d) must leave the Use Area (and any other part of the Property for which the Hirer has been provided keys) securely closed and locked with all lights, heaters and other appliances turned off and all furniture returned to its usual locations, or as otherwise directed by UCA from time to time;
- (e) must comply with all directions and instructions reasonably given by UCA;
- (f) conduct themselves, and ensure Attendees conduct themselves, in accordance with the Property Details and Code of Conduct and the reasonable direction of UCA, and avoid any conduct which is contrary to UCA's mission, reputation or activities in the community;
- (g) must provide adequate and responsible supervision to ensure the safety of the Use Area and the Property and all Attendees;
- (h) must avoid any action (and ensure Attendees avoid any action) that may cause or result in damage to the Use Area or Property;
- (i) must ensure that the Permitted Use is undertaken in compliance with all applicable standards, awards, laws and regulations; and
- (j) agrees and acknowledges that it is the responsibility of the Hirer to protect at all times any personal property that they or any Attendees may bring onto the Property.

8. Hirer's Warranties and Indemnity

8.1 The Hirer warrants that:

- (a) they have satisfied themselves as to the state and condition of the Use Area and that they will not request UCA to carry out any works with respect to the Use Area to make it fit for the Permitted Use by the Hirer;
- (b) the Use Area will not be used for retail purposes and that the Hirer will not do anything which will have the provisions of the *Retail Leases Act 1994* (NSW) apply to this Agreement;
- (c) they have all necessary licences, consents and rights to undertake the Permitted Use;
- (d) any office bearers, employees, contractors, agents or volunteers of the Hirer are competent and have all the necessary skills to undertake the Permitted Use;

- (e) they will undertake the Permitted Use with due care and skill and to the best of the Hirer's knowledge and expertise;
- (f) they will act in accordance with all reasonable directions given by UCA from time to time;
- (g) they will comply with any safety rules or evacuation plans in existence for the Property as may be displayed or made available at the Property or otherwise provided to the Hirer by UCA from time to time, and will be responsible for the evacuation of all Attendees; and
- (h) in undertaking the Permitted Use, they will comply with all applicable laws, regulations and local council or authority requirements.

8.2 The Hirer indemnifies UCA against any loss or claim suffered by UCA to the extent that it arises out of or in connection with any breach of clauses 7 or 8.1.

9. Termination

9.1 UCA may terminate this Agreement at any time with immediate or later effect by giving oral or written notice if:

- (a) the Hirer ceases to be able to pay their debts as they become due, ceases to carry on business, any step is taken to appoint a receiver, liquidator, administrator or other like person of the whole or any part of the Hirer's assets or business, or any other action or event occurs which, in the reasonable opinion of UCA, brings into question the solvency of the Hirer;
- (b) the Hirer, or any Attendee of the Hirer, is in breach of any of the terms of this Agreement;
- (c) the Hirer, or any Attendee of the Hirer, engages in any dishonesty, serious misconduct or serious neglect of duty;
- (d) the Hirer, or any Attendee of the Hirer, refuses to comply with any reasonable instructions or directions given by UCA;
- (e) the conduct of the Hirer, or the conduct of any of any Attendee of the Hirer, may in the reasonable opinion of UCA bring UCA into disrepute; or
- (f) UCA receives any notice from any government or authority to carry out substantial works to the Use Area or Property for any reason.

9.2 Either party may terminate this Agreement on 28 days' written notice for any reason.

9.3 Where UCA terminates this Agreement in accordance with this clause 9, the Hirer agrees and acknowledges that UCA will not be liable to the Hirer for any compensation whatsoever and that the Hirer will not make any claim against UCA for termination provided that UCA has provided the required notice.

9.4 Clauses 8 and 11, and this clause 9, survive termination or expiry of this Agreement.

9.5 Where the Hirer terminates this Agreement in accordance with this clause, UCA may, in its absolute discretion, release the Hirer from the terms and conditions of this Agreement, but will not refund to the Hirer any amounts which have been paid in advance to UCA by the Hirer, including but not limited to the Security Deposit.

10. Insurance

- 10.1 During the Term, unless the Hirer is eligible for and has obtained Hall Hirers Public Liability insurance through UCA then the Hirer must take out and maintain the Insurance and any other insurances required to be held by the Hirer by law.
- 10.2 If requested by UCA, the Hirer must supply certificates of currency and all other information reasonably requested to verify the insurance to be maintained under this Agreement.
- 10.3 The Hirer agrees that they will not undertake or permit any act in or on the Use Area or Property generally that may void insurances of UCA or the Hirer.
- 10.4 The Hirer acknowledges that personal property owned by the Hirer or Attendees which is brought into the Use Area or the Property is not covered by any UCA insurance.

11. Exclusion of Liability and Indemnity

- 11.1 The Hirer acknowledges that it will use the Use Area, and bring personal property onto the Property, at its own risk.
- 11.2 To the maximum extent permitted by law, UCA will not be liable under this Agreement or the general law:
 - (a) for any loss, damage, injury or death which may be suffered or sustained to any property or by any person in or on or entering or leaving the Use Area or the Property in connection with the Hirer and/or the Permitted Use howsoever arising (and whether from negligent or intentional act or omission), including any act by any third party;
 - (b) for the theft of or damage to any personal property of the Hirer or any Attendee however caused on the Property; or
 - (c) for any loss of damage with the Hirer may incur due to the Use Area or Property not being available to the Hirer during the Access Times for any reason beyond the control of UCA.
- 11.3 The Hirer indemnifies UCA from and against, and agrees to reimburse UCA in respect of all actions, suits, proceedings, claims, demands, losses, damages, costs and expenses of whatsoever nature for which UCA may be liable or which UCA shall or may suffer howsoever arising (and whether directly or indirectly and whether from intentional or negligent act or omission) out of:
 - (a) the use of the Use Area or any part it by the Hirer or any Attendee;
 - (b) any person in or on or entering or leaving the Use Area or the Property in connection with the Hirer and/or the Permitted Use; or
 - (c) any loss or damage to person or property or injury or death which may be suffered or sustained in the Use Area or Property by any person however caused.

12. No Assignment and Third Parties

- 12.1 The rights conferred on the Hirer by this Agreement:
 - (a) are personal to the Hirer;
 - (b) cannot be transferred or otherwise assigned by the Hirer; and
 - (c) does not confer on the Hirer any estate or interest in the Use Area, Property or any part of them, or imply any future right or licence.
- 12.2 The possession and control of the Use Area and Property as between the parties shall at all times remain vested in UCA.
- 12.3 The Hirer must act with all proper due diligence and in good faith, and in a manner which is consistent with the operations and standing of UCA and the terms of this Agreement.

13. Notices

- 13.1 Except in respect of clause 9.1 (in which case UCA may give notice orally), a party notifying or giving notice under this Agreement must notify:
 - (a) in writing directed to the Party Contact; and
 - (b) hand delivered or sent by prepaid post or email to that address.
- 13.2 A notice given in accordance with clause 13.1 will be taken to have been received:
 - (a) if hand delivered, on delivery;
 - (b) if sent by prepaid post, 7 days after the date of posting; or
 - (c) if sent by email, when it enters the addressee's information system.

14. Force Majeure Event

- 14.1 If a party (**Affected Party**) is partially or wholly precluded from complying with its obligations under this Agreement due to a circumstance beyond the reasonable control of that party, including acts of God (such as pandemics, lightning strikes, earthquakes, floods, storms, explosions, fires and any natural disaster) or acts of public enemies (such as terrorism, riots, civil commotion, malicious damage, sabotage, revolution and acts of war and war, general strikes, embargo and power, water or other utility shortage) (**Force Majeure Event**), then that party's obligation to perform in accordance with this Agreement will be suspended for the duration of the delay arising out of the Force Majeure Event.
- 14.2 As soon as possible after a Force Majeure Event arises, the Affected Party must, if it has not already done so, notify the other party of the Force Majeure Event, the extent to which it is unable to perform its obligations under this Agreement, and the likely duration of the Affected Party's inability to perform.
- 14.3 If the Force Majeure Event is likely to or does continue for 60 days or more, the other party may terminate this Agreement within immediate or later effect by giving the Affected Party notice. If a party terminates this Agreement due to Force Majeure Event, each party must bear its own costs in relation to that termination.

15. Dispute Resolution

- 15.1 If a dispute arises between the parties in connection with this Agreement, either Party Contact must give a notice of dispute to the other party with particulars of the dispute and the Party Contacts must arrange to meet and use their best endeavours to resolve any disputes acting in a spirit of co-operation.
- 15.2 If, within 21 days of a notice of a dispute being issued, a dispute is unable to be resolved by negotiation, either party may refer the matter to expert determination for resolution.
- 15.3 If the parties are unable to agree on an expert, either party may request a nomination from the Chair of the Resolution Institute (ACN 008 651232). Parties will pay their own costs of an expert resolution and will split the expert's costs equally.

16. Waiver

A party may only waive its rights under this Agreement by notice in writing.

17. Entire Agreement

This Agreement constitutes the entire agreement between the parties regarding the subject matter and supersedes all prior representations, agreements, statements and understandings, whether oral or in writing, except to the extent of any liabilities incurred by the Hirer prior to the termination of such agreements.

18. Further Assurance

Each party must promptly at its own cost do all acts and things and give all instructions necessary or incidental to give full effect to this Agreement.

19. Severability

If a provision of this Agreement is invalid, illegal or unenforceable, then to the extent of the invalidity, illegality or unenforceability, that provision must be ignored in the interpretation of this Agreement. All other provisions of this Agreement remain in full force and effect.

20. Representations

Each party has entered into this Agreement without relying on the representation by any other party or any person purporting to represent that party.

21. Governing Law

This Agreement is governed by the law applicable in the Australian Capital Territory and each party irrevocably and unconditionally submits to the non-exclusive jurisdiction of the courts of that Territory.

22. Inconsistency with Reference Schedule

If there is an inconsistency between one or more provisions of this Agreement and the Reference Schedule, the provisions of the Reference Schedule will take precedence over the terms of this Agreement to the extent of the inconsistency.

23. Variation

If the parties want to vary this Agreement they must do so by a document executed by both parties.

24. Counterparts

This Agreement may be executed in any number of counterparts, each of which will be an original, but counterparts together will constitute one and the same instrument, and the date of this Agreement will be the date on which it is executed by the last party.

Property Details and Code of Conduct

This document forms part of the Agreement.

- (a) **Contact details.** The Hirer must tell UCA the Hirer's contact address and telephone number for all emergencies. The Hirer must keep UCA up to date with any changes to these details at all times.
- (b) **Booking Confirmation.** Bookings will not be confirmed until the Hirer signs this Agreement and pays the fees and any security deposit in accordance with clause 4. UCA reserves the right to offer the Use Area to other users during the Access Times where the Hirer fails to pay the fees in accordance with the terms of this Agreement.
- (c) **Smoking, Alcohol and Illicit Substances.** The Hirer must not permit any person to smoke, consume alcohol (unless otherwise authorised in writing by UCA) or consume illicit substances in the Use Area or anywhere on the Property.
The Hirer must obtain the written consent of UCA before serving alcohol in the Use Area and, where consent to serve alcohol is granted by UCA, the Hirer must not charge Attendees for the service of that alcohol. Where permission has been granted by UCA to serve alcohol, it is the Hirer's responsibility to ensure that alcohol is only consumed by people who are over the age of 18 years and that it is served in a safe and responsible manner. For all uses involving alcohol, the Hirer must register with the ACT Policing's Party Registration service (available at https://www.police.act.gov.au/online_services/party_safety/party_registration) and provide a copy of the registration to UCA prior to the commencement of the relevant event.
- (d) **Keys and Security.** UCA may give the Hirer keys or access devices to the Use Area and/or other parts of the Property. Any key or access device given to the Hirer must be kept in the Hirer's possession. The Hirer must not give keys or access devices to any person without the prior written consent of UCA. In particular, the Hirer must not
- (i) give keys accessing toilets or other facilities to members of the general public; or
 - (ii) give keys accessing the Use Area and/or other parts of the Property to any person who does not have their own key or access device.

The Hirer must not copy any key or access device. If the Hirer misplaces a key or access device, UCA may replace that device at the Hirer's Cost. When the Term ends and the Option is not exercised, the Hirer must return all keys and access devices to UCA. The Hirer must comply with UCA's access control system for the Property and Use Area.

For security reasons, the Hirer must not leave the Use Area unattended during the Access Times. If the Hirer does need to leave the Use Area during the Access Times, they must lock the Use Area prior to leaving and inform UCA as soon as reasonably practicable that they have left the Use Area.

- (e) **Emergencies.** If an incident occurs, the Hirer must contact the UCA Party Contact named in this Agreement or as otherwise directed by UCA in writing. If the incident required immediate assistance from police, ambulance or fire and rescue, then the Hirer (or any Attendee) must first call 000 and request the service/s required. Any use of first aid equipment must be recorded and reported to UCA.

For any non-urgent incidents relating to property maintenance please email details to the UCA Party Contact named in this Agreement.

- (f) **Social Media.** The Hirer must not, and must ensure that Attendees do not, promote the Permitted Use on social media without the express written permission of UCA.
- (g) **Music and Amplified Sound.** If the Hirer plays (or arranges for others to play) live music (whether amplified or not), plays recorded music, makes any sound using sound equipment, or uses a television, computer or other electronic device to broadcast any sound recordings, films, television or sound broadcasts, or other multimedia materials, the Hirer must make sure the sound is not heard or likely to be heard outside the Use Area. The Hirer may play 'background recorded music' provided the Hirer ensures that it does not impact or annoy any persons using other parts of the Property or any neighbours of the Property. The Hirer must ensure that they hold all relevant licences to play or otherwise broadcast any sound recordings, films, television or sound broadcasts, or other multimedia materials.
- (h) **Neighbours and Parking.** At all times the Hirer will respect the privacy and right to quiet enjoyment of all neighbours of the Property. The Hirer is responsible for ensuring that all Attendees do not congregate in groups outside the Property, obey all local parking restrictions and any parking requirements of the Property (where the Use Area includes use of shared car parking facilities, such use to be strictly limited to the Access Times), and do not block neighbouring driveways or otherwise adversely impact the amenity of neighbours of the Property. Neighbours must not be approached by the Hirer or Attendees for any reason, except in the case of emergency requiring the attendance of emergency services (for example, a medical episode) and only where UCA representatives cannot be reached by the Hirer or Attendees.
- (i) **Use of Shared Facilities.** Where it is indicated some of the facilities included in the Use Area (such as but not limited to toilets and kitchen facilities) are shared facilities, the Hirer must share these with other persons using the Property. Reasonable cooperation is expected between all people using any shared facilities.
- (j) **Decorations.** In addition to the requirements set out at clause 7 of the Standard Terms and Conditions, the Hirer must not allow any balloons, flags, streamers, or other decorations to be hung or otherwise attached to any ceiling fans, acoustic panels, lights, heaters, or air condition vents, or as otherwise may be directed by UCA from time to time. Confetti, rice, glitter or other similar substances must not be thrown within the Use Area or the Property. Candles, incense burners or other items involving naked flames may only be used with the prior written consent of UCA. The Hirer is encouraged to discuss any proposed decorations with UCA in advance of the relevant Access Times.
- (k) **Kitchen and Bathroom Facilities and Cleaning.**
Brief description of the location and how to use any oven, dishwasher, hot water services, garbage bins, etc, any cleaning equipment provided by UCA, and the cleaning/pack up steps that must be taken by the User, e.g. Chairs must be stacked in groups of no more than 5 and lined up along the rear wall of the Hall.
- (l) **Other Relevant Information.**
Brief description of any other property specific information, including alternate contact details for the congregation /organisation, onsite parking information, etc.

Annexure A

COVID Safe Plan

[attach Hirer's COVID Safe plan]

Optional: Annexure B

Plan of Use Area

[attach hatched on the sketch plan showing Use Area]

Acknowledgement by Hirer

The Hirer acknowledges that by entering into this Agreement:

- A. they have not relied on any representation (whether oral or in writing) of UCA or any of its ministers, officers, employees and volunteers in relation to any matter concerning the Use Area or the likelihood of the arrangement to which this Agreement relates being extended beyond the End Date;
- B. they have made their own enquiries in relation to use of the Use Area for the Permitted Use;
- C. they have had the opportunity to obtain independent legal advice before entering into this Agreement; and
- D. the Hirer has read the terms and conditions of this Agreement, including all schedules, annexures and other attachments, and acknowledges acceptance of the terms and conditions contained therein.

Executed as an agreement

Signed by [name],)
 in their capacity as [role]
 and as the duly authorised person of The Uniting Church
 in Australia (Australian Capital Territory) Property Trust
 ARBN 17 745 976 530

for [name of congregation / organisation]

 ABN

Signature of [name]

 Date

Signed by [name of individual / organisation])
 [trading as [trading name]] [ABN/ACN/ARBN]
 [in the presence of]:

 Signature of [name of signatory]

 Date

 Name of Witness

 Address of Witness

 Signature of Witness