



ST JUDE'S  
CHURCH

2 Keppel St  
Carlton Vic 3053  
(03) 9347 5152  
office@stjudes.org.au  
stjudes.org.au

## ST JUDE'S CARLTON: HIRE AGREEMENT

### Agreement Between:

St Jude's Anglican Church Carlton, 2 Keppel Street Carlton, Vic 3053 **AND:**

Name: \_\_\_\_\_

Organisation (User): \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Type of Event** (circle one): **Meeting**    **Service**    **Meal**    **Other** (specify) \_\_\_\_\_

Name of Event: \_\_\_\_\_

Function Spaces (select all that apply):

Tick	Space	Capacity	Expected Attendance	Additional Requirements – Stage, Lectern, Screen, Sound, Lighting, Catering, External furniture
	Church	240		
	Foyer	100		
	Café / Kitchen	70		
	Terrace	30		
	Meeting Room	6 - 50		

Hire Date and Duration: \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_

Other Notes or Special Requirements (Minister, musicians, seating, livestream, rehearsal):

**NOTE:** *While we have a kitchen and café space, we do not provide a catering service.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

On confirmation of the hire agreement, a refundable deposit of **\$250** is required for events at St Jude's Church. Payment of the Balance is required seven calendar days before the event date.

Payments can be made by:

**EFT Transfer:**

Account name (ANZ): St Jude's Anglican Church

BSB: 013 259

Account: 2988 13214

Ref: Organisation+Event

Issued by: Property Warden

August 2022

## Obligations of the User

1. The User agrees to pay all fees and charges no later than seven calendar days before the event or, where other arrangements are agreed, in accordance with those arrangements, and in any case no later than seven days after the use.
2. Liability Insurance. Persons hiring or using St Jude's property accept responsibility for the safe custody of the property during the term of the hire or use. They are required to indemnify the Parish for any liability arising from the hire and use of the buildings and/or other property. Hirer must insure their own property used on site. There will be an additional charge of \$25 to cover public liability insurance.
3. The User agrees not to damage the Facility, its furnishings or fittings or environs and to report to the Verger or Operations Manager any loss or damage to property and to pay for its repair or replacement.
4. The User agrees not to carry out any illegal activity in or about the Facility.
5. The User must seek permission in this Agreement to serve alcohol at the event. If serving alcohol at the event the User agrees to ensure Responsible Service of Alcohol and to comply with the Victorian Law, The Liquor Control Reform Act 1998.
6. **The User must ensure all rubbish is taken away and the facility is left in a clean condition.** For users of the church space and for larger events, cleaning after the event will be included in the hire costs.
7. The User agrees to comply with all reasonable directions given by the Verger, Vicar, Operations Manager and other authorised St Jude's personnel concerning the use of the Facility.

## Undertaking and Acknowledgement

I, \_\_\_\_\_ am authorised to enter into this Agreement for the use and I

undertake to ensure that \_\_\_\_\_ (User) and its employees, agents and invitees comply with the obligations of the User under this Agreement. I acknowledge that the Facility is in such condition as at the date of commencement of the hiring as to render it completely suitable for the purpose for which the User intends to use it.

## Indemnity

The User hereby indemnifies the Owner, the Verger, the Vicar and Parish Council of St Jude's Carlton from and against all actions, suits, claims and demands of whatsoever nature arising out of or in any way touching or concerning the use of the Facility.

On behalf of User:

Name: \_\_\_\_\_ Organisation: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: Until an email confirmation is sent to you, the Hire Agreement is not confirmed.**

*Please sign the Agreement and return to: St Jude's Events, St Jude's Carlton, 2 Keppel Street Carlton, VIC 3053 or email it to [office@stjudes.org.au](mailto:office@stjudes.org.au)*