

Kingsway Use Only: Any reference to KCC throughout the agreement includes Kingsway Christian Centre.

Cash / Cheque Received For: \$

Date Received: / /

Receipt No. Issued:

Date copy of Public Liability insurance policy (with \$5,000,000 minimum cover for any single claim).

Received: / /

General Conditions:

1. The total hire fee is to be paid in advance by cash or cheque (payable to Kingsway Christian Centre.)
2. All intending users of the Centre should be aware that no part of the premises may be used for any purpose contrary to the principles and standards of the said Kingsway Christian Centre.
3. Subject to General condition 3 either party may terminate this hire agreement no less than one week in advance.
4. If the hirer does not abide by any of the Special and General Conditions listed on the hire agreement, the hire agreement may be terminated immediately by Kingsway Christian Centre with no refund of fees paid to the hirer.
5. KCC buildings, fittings, fixtures and equipment shall at all times be maintained in the condition they were in at the commencement of the hire and the hirer shall indemnify and keep indemnified KCC against all damage occurring during the hire period howsoever caused.
6. The hirer shall indemnify KCC generally from any against all claims, demands, losses, damages and expenses for which they may become liable in respect of or arising out of the hire agreement.
7. The hirer shall not do or neglect to do or permit to be done or left undone anything which will affect KCC insurance policies relating to fire, public risk or other risks and the hirer agrees to indemnify KCC to the extent that such policies are affected.
8. The fittings, equipment or other articles of the hirer shall not cause damage KCC and the hirer shall be responsible at the conclusion of the hire agreement for the removal of all such fittings, equipment or other articles and shall forthwith make good in full any damage caused by use under the hire agreement.
9. The hirer is responsible to see that the purpose and use of the hire agreement complies with all statutes, ordinances or regulations issued by any government authorities and the hirer shall indemnify KCC against such matters.
10. In the event of a dramatic or other performance or concert, the hirer shall not produce or perform or permit to be produced or performed any dramatic or musical work in infringement of the copyright or performing right of any owner of such right(s) and the hirer indemnifies KCC against such matters.
11. Kingsway Christian Centre reserves the right to prohibit the introduction of alcohol for consumption onto its facilities at any time. Should alcoholic consumption be sought by the hirer, special note should be made on the hire agreement and when agreement is given by KCC, the hirer is responsible to obtain an appropriate liquor permit. A copy of such permit is to be provided to KCC prior to the hire of the facility.
12. The hirer will not be permitted to have animals on its facilities without the written approval of KCC.
13. The hirer shall remove all rubbish and shall at all times leave the hired facility in a clean state.
14. The hirer shall not obstruct the free movement of KCC Employees, Staff or members.

15. The hirer will not, during the period of the hire agreement, part with possession of the hired facility to any person or organisation or sub-let the hired facility to any other person or organisation, without the written approval of KCC.
16. The hirer shall provide a proper number of attendants for the efficient supervision of the function and facility.
17. In the event that the client wishes to use the name of KCC or any similar reference in its advertising or brochures, excluding reference to the location of a function, written permission must firstly be obtained and a copy of the proposed form of advertising or brochure submitted to KCC and approved PRIOR to publication. KCC reserves the right to cancel the function if this condition has not been fulfilled and particularly if KCC becomes aware of advertising which within its absolute discretion it finds to be objectionable or harmful to the purposes and mission of KCC
18. The Centre reserves the right to book another function in adjoining rooms at any time
19. The client will agree to commence the function at the scheduled time and agree to ensure that guests vacate the designated function area at the closing hour indicated in the booking.
20. No alcohol, drugs or smoking are permitted in the Centre.
21. KCC will not accept responsibility for loss or damage to any equipment or merchandise left on the premises prior to, during, or after the function.