

Generally

The new St Lukes Church Hall is available for hire on a regular weekly basis.

Hirers are responsible to clean the hall after use and ensure it remains undamaged and in good condition.

Hirers must allow 15 minutes to set up and 15 minutes to take down. This means the hire for a 1 hour class would be 1.5 hours. The minimum booking will be one hour.

Information to be provided by prospective hirers will include:

- Company Name and ABN
- Trading name
- Business Address
- Business Phone Number
- Business email address
- Insurance certificates for Public Liability and Professional Indemnity
- Description of proposed activity(s)
- Equipment to be used
- Number of participants
- Person in charge name and phone number

The hall hire licence agreement is provided by the Anglican Church Property Trust (ACPT) of the Sydney Diocese and registered in NSW on 9 June 2009 under Book 4569 No. 23. The schedule for the licence will be provided by St Luke's wardens after terms for the hire have been agreed

No alcohol is to be consumed on the premises

Hire of the hall includes use of the carpark and toilets. Use of the kitchen is by special arrangement only and adds 50% to the hire charge.

Regular Weekly Hire Charges

Hours per booking	Hire charge per booking per week
1.0	\$25
1.5	\$35
2.0	\$45
2.5	\$52.50
3.0	\$60
3.5	\$67.50
4.0	\$75
4.5	\$82.50
5.0	\$90
5.5	\$97.50
6.0	\$105
6.5	\$112.50
7.0	\$120
7.5	\$127.50
8.0	\$135

Payment of hire charges will be on a fortnightly basis in advance by direct deposit and periodical payment.

A bond of \$500 is to be provided.