

Type of Hire	Rates (including GST)
Private / Casual Hire <ul style="list-style-type: none"> e.g. social functions such as birthday parties, bridal showers 	<ul style="list-style-type: none"> Upper Hall \$45 p/h Lower Hall \$40 p/h Kitchen \$40 p/h (hire time only) \$150 refundable security bond
Regular Standard Hire <ul style="list-style-type: none"> (100% of market rate) e.g. Companies making a profit 	<ul style="list-style-type: none"> Upper Hall \$35 p/h Lower Hall \$32.50 p/h \$250 refundable security bond
Regular Community Group Hire <ul style="list-style-type: none"> (60% of market rate) e.g. NFP Companies/Church groups/Community groups 	<ul style="list-style-type: none"> Upper Hall \$21 p/h Lower Hall \$ 19.50 p/h \$250 refundable security bond

COVID 19: Requirements

- **Room Limits (4m² Per Person restriction)**
 - Upper Hall: 35 people
 - Sanctuary: 30 people
 - Lower hall: 16 people
- **Contact Tracing**
 - Record names and phone numbers of everyone in attendance
 - Hold records for 4 weeks

Please note:

- No Alcohol or illegal drugs permitted on the premises.
- Hirer must supply a public liability insurance certificate – for business or Community groups or complete the Baptist Insurance Hall Hirer liability form before the event.

For further information on Facilities Management:

Tammy Dunne

tammy@baysidecc.com.au

Cleaning Requirements:

In line with the Arthur Street Centre Covid19 Safety plan, the following minimum cleaning needs to occur:

- Sanitise as you arrive – hand sanitiser available at the door on the KK table.
- Using disposable gloves from the kitchen – move any furniture required.
- At the end of meeting, wipe down furniture and any hand surfaces that were used by group – use disinfectant in trigger bottle in the kitchen and cloths there. Update cleaning clipboard
- Clean bathrooms with disinfectant if they were used – update cleaning clipboard
- Wipe down light switches and door handles with disinfectant.
- As you leave, sanitise again.

Hire Payment:

- Payment can be made directly to:
 - Bayside Community Church (note 'Indue' will appear in the name)
 - BSB 704922
 - Account 100001094

Key Collection:

- Arrange for key collection with Tammy normally, 24 hours before hire.
- At key collection, arrange for key return.
- Staff are at ASC on Tuesdays.
- **Provide copy of Liability insurance when receiving keys or complete Hall Hirer license agreement for coverage under BIS. No insurance / agreement: no hire.**

Key Issue: - date	Key Return: date
Signature	Signature
Hirer:	Staff Member: Tammy Dunne