

## Holy Trinity Youth and Community Centre

### Parish Council Hall Hire Policy

<b>Hall</b> \$40/hr before 5pm Mon-Fri \$50/hr after 5pm M-F + weekends Add \$10 per hour for kitchen access \$270 day rate 9-5 + kitchen access + \$60 kitchen access Add \$50 use of BBQ	<b>Boxing ring room</b> \$40/hr before 5pm Mon-Fri \$50/hr after 5pm M-F + weekends Add \$10 per hour for kitchen access \$270 day rate 9-5 + kitchen access + \$60 kitchen access Add \$50 use of BBQ
<b>Meeting room (8-10 people)</b> \$20/hr + \$10/hr for kitchen access	<b>Whole building</b> \$450 day rate

#### Discounts

- Regular weekly/fortnightly/monthly bookings rates 25% off
- NFP 25%
- NFP + regular 40% off

#### Deposits

\$200 cleaning/damage + \$50 key, refunded if room left clean and in good order

#### Operating rules

- Hirers must factor in adequate set up/pack up time
- All payments by direct deposit, received prior to booking date (into separate account?)
- No hire for a party to non-parishioners
- No alcohol for non-parishioners; parishioners OK in presence of person with RSA certificate
- Keys signed out to regular users; Caretaker to open and close for one-offs
- Use of PA equipment can be negotiated in special circumstances
- Public liability insurance required, but open to discretion in some circumstances. (Kate to investigate with Diocese)
- Sensitive to church goals
- Meditation and yoga ok
- Other decisions, including for minimal hire fees, at the discretion of Parish Council

#### Other recommendations

- Rates raised by CPI per year
- Allocate person as regular contact for tenants, who can manage relationships, problems etc

#### Next steps

- Clarify GST status
- Clarify options re public liability insurance
- Prepare hall user agreement
- Register of interest at Dulwich Hill Street Fair stall