



Conditions of Use for Property Users and Hirers

Blackall Range Uniting Church – Maleny, Montville and Palmwoods

Church Administration, Blackall Range Uniting Church,
1290 Landsborough Rd, MALENY 4552.

Phone: (07) 5429 6995

As approved by Blackall Range Uniting Church Council in November, 2024.

The Blackall Range Uniting meeting Church buildings are available to any responsible persons or groups that wish to hold a, class or function, and are willing to abide by the following conditions of use. Uniting Church premises in Queensland are owned by The Uniting Church in Australia Property Trust (Q.) (UCAQ). These Guidelines cover the Uniting Church buildings located in Maleny, Montville and Palmwoods, of which the Blackall Range Uniting Church has beneficial use.

Health and Safety Policy Statement

Blackall Range Uniting Church has a deep concern for the health, wholeness and well-being of each individual (including congregation members and visitors, participants involved in outreach activities of the church and those who visit/use the Blackall Range Uniting Church sites). Our Church Council seeks to safeguard the welfare of all people, regardless of age, ability, ethnicity, gender, sexuality or belief, who come in contact with the church and its organisations. It is the responsibility of everyone to ensure the physical and emotional safety of all people, including themselves.

The Blackall Range Uniting Church requests that all property users –

- think about any risk that may be associated with the proposed activity and address those risks in a comprehensive risk management strategy;
- identify on-site emergency exits and the assembly point and inform participants of them;
- report hazards and incidents to admin@ourcommonlife.org.au for action; and
- be safe in all you are doing.

For all property and safety matters, please contact Church Council Secretary, Peter Callaghan, M: 0458 263 322 or email: admin@ourcommonlife.org.au

General Conditions

1. The following areas are available for hire, subject to these conditions of hire and the licence agreement:
 - a. Maleny site, 1290 Landsborough Road –
 - i. hall (with or without use of kitchen facilities—commercial dishwasher use optional);
 - ii. church (subject to item 3);
 - b. Montville site, 152 Main Street –
 - i. hall (with or without use of kitchen facilities);
 - ii. church (subject to item 3);
 - c. Palmwoods site, 10 Church Street –
 - i. hall (including kitchenette);
 - ii. church (subject to item 3).
2. Blackall Range Uniting Church activities take priority over all other proposed uses of these properties.
3. The sanctuary areas of the churches (including furniture and fittings) should not be in changed in any way without permission of the church administration.
4. All other uses of the property must be consistent with Australian and Queensland law, Sunshine Coast Council regulations, and the policies of The Uniting Church in Australia, the Uniting Church's Qld Synod, Presbytery of Mary Burnett, and Blackall Range Uniting Church.
5. The Blackall Range Uniting Church reserves the right to refuse or terminate use or hire of a property on the grounds of illegal or inappropriate behaviour under the laws, regulations and policies listed in 4.

6. **All use of these properties is non-exclusive.** All materials (including furniture and equipment) stored on-site by other users must be respected and not altered or defaced in any way.
7. Hirers agree to pay Blackall Range Uniting Church for any damage or loss to the premises or its contents arising as a result of the use of a premises.
8. Blackall Range Uniting Church may charge an additional cleaning fee if the premises are not left in a clean and tidy condition.
9. Unless otherwise approved, **users/hirers may only erect one (1) advertising sign for a period to be agreed** on site grounds or the road frontage to the site with the name, day, time and venue of the event. Such signage must be approved by the church administration.
10. All Blackall Range Uniting Church activities are covered by UCAQ insurance policies.
11. All other users/hirers of these properties must provide a certificate of **currency for Public Liability** insurance with coverage of a **minimum of \$10 million** and applicable for the hire of such premises. Blackall Range Uniting Church and UCAQ cannot offer insurance advice. Users and hirers must seek appropriate advice from an insurance professional or insurer to assist you. UCAQ suggests the following insurers: NFP Insurance Brokers; AON Small Event Insurance; Action Entertainment Insurance; and Local Community Insurance Services.
12. Prior to use, the user/hirer is responsible for obtaining access codes or keys from church administration. A key deposit may be required. The key deposit is refundable on return of the key.
13. At the end of each period of use, all users are responsible for ensuring that:
 - a. all equipment used is packed away and neatly stored or removed as agreed with the church administration;
 - b. the area is left tidy, with any spillages or breakages cleaned up, all rubbish removed, and all furniture returned to its usual position;
 - c. all electrical appliances turned on for use (including the solar hot water booster at Maleny if used, the water pump at Montville if used, and any urns) are turned off;
 - d. all electrical appliances running continuously remain on (e.g. refrigerator and/or freezer);
 - e. all lights are turned off (including toilet lights);
 - f. all windows and doors are closed and locked;
 - g. keys are returned to church administration or key box as applicable;
 - h. any breakages are notified to church administration and paid for as applicable.
14. For users of the Maleny site, please note the hot water system is solar. In cloudy weather, the water may not be very hot. If necessary, the electric booster may be turned on up to 1 hour prior to hot water use.
15. Users must follow the instructions for use provided on the commercial dishwasher in the kitchen attached to Maleny hall.
16. At the Maleny and Palmwoods sites, property users have access to some car parking.
17. Maleny church and hall, Montville church and Palmwoods church have A/V systems. At Maleny hall, Montville church and Palmwoods church, users must provide their own laptop computer to control the data projection. Palmwoods church only offers data projection and no amplification.

On behalf of _____ [name of organization if applicable],
I/we acknowledge that I/we have read and understood these conditions of use and agree to abide by them.

Signature:

Full Name of Signatory:

Position in Organisation (if applicable):

Date:

Hire Costs

Details/Venue	Maleny Hall	Maleny Church	Maleny Church & Hall	M'tville Hall	M'tville Church	M'tville Church & Hall	P'wds Hall	P'wds Church
Per Hour	\$20	\$25	\$40	\$15	\$15	\$25	\$15	\$15
Per Hour w/ Kitchen Use	\$30	N/A	\$50	\$20	N/A	\$30	N/A	N/A
Half Day (up to 4 hrs)	\$65	\$85	\$145	\$50	\$50	\$90	\$50	\$50
Half Day w/ Kitchen Use	\$100	N/A	\$170	\$65	N/A	\$105	N/A	N/A
Full Day (up to 9 hours)	\$130	\$170	\$285	\$100	\$100	\$190	\$100	\$100
Full Day w/ Kitchen Use	\$200	N/A	\$355	\$130	N/A	\$220	N/A	N/A
Use of A/V System (p/h)	\$25	\$15	\$35	N/A	Incl.	Incl.	N/A	Incl.
Use of Commercial Dishwasher (p/h) Maleny	\$15	N/A	\$15	N/A	N/A	N/A	N/A	N/A
Key Deposit	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50
Additional Cleaning Fee	\$80	\$80	\$150	\$60	\$60	\$110	\$60	\$60

Blackall Range Uniting Church Council reserves the right to alter or waive hire fees at any time. Consideration will be given to long-term regular hirers.

Bookings

All bookings are made through our Administration Office email: admin@ourcommonlife.org.au

Enquiries about bookings should include:

- name (first and last name) and contact details (phone and email) of person responsible for making the booking;
- full name and ABN of organisation in whose name the booking is being made (if applicable);
- proposed time and date of booking;
- premises being booked and any additional requirements or requests.

If a booking is being made for a service of Christian worship in one of our churches, then the name, contact details and church affiliation of the celebrant must be provided.

For a booking to be finalised, the following must be provided:

- signed licence agreement;
- signed conditions of use;
- certificate of currency of public liability insurance; and
- payment in advance of hire.

Payment Methods:

Payment for bookings may be made via:

- Direct transfer: Blackall Range Uniting Church Account: ANZ BSB 014-507, Acc No 376 229 735.

Please email bookkeeper, Roger Smith at phelan.smith@i.net.au, and the church administration email (admin@ourcommonlife.org.au) to advise of your payment and arrange a receipt.

Thank you for using our buildings and contributing to our community!