

Guidelines for Hall Hirers

Blackall Range Uniting Church – Maleny, Montville and Palmwoods
Church Administration, Blackall Range Uniting Church, 1290 Landsborough Rd, MALENY 4552.
Phone: (07) 5429 6995

The Blackall Range Uniting Church buildings are available to members of the community for any responsible persons or groups that wish to hold a meeting, class or functions, and is willing to abide by the following guidelines.

This Guideline covers the Church buildings of Maleny, Montville and Palmwoods.

Hall Bookings: All hall bookings are made through our Administration Officer P: (07) 5429 6995 or Email: Admin@ourcommonlife.org.au

Insurances:

- All Blackall Range Church Council approved hall usage are covered by the Group Insurance Premiums.
- All other activities are required to provide evidence of insurance.
- Prospective hirers of UCAQ properties holding “Private family functions” (being birthdays, anniversaries, engagements, weddings and similar private events) who do not already hold Public Liability Insurance, may contact Aon Risk Solutions (also UCAQ’s Insurance Broker) to arrange Public Liability Insurance with ANSVAR Insurance. **This insurance is free.**
- However, Alcohol consumption is excluded from this insurance. Where the consumption of alcohol is required, private hall hirers will need to arrange their own Public Liability Policy that does not exclude alcohol consumption.
- Churches and halls are available for hire for weddings (excluding same-sex unions in Maleny or Montville), funerals and other functions at the following rates.
- Churches and halls are not available on Sunday mornings

Hall Price:

Half Day	\$20	
Half day and use of the kitchen	\$50	
Full day	\$50	
Full day with kitchen use	\$70	
Permanent Leasing (by negotiation)	--	
Church Council reserves the right to change or waive fees		

Church auditorium Price:

Half Day	\$35	
Full day	\$70	
Full day with kitchen use	\$150	
We reserve the right to change or waive fees		

Other Service Charges:

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Use of sound and/or data projector	\$10	
Use of the commercial dishwasher	\$10	Note: Instruction for use attached to the dishwasher
Regular hirers key deposit	\$50	Note: refundable when booking ceases and key is returned
Church Council reserves the right to change or waive Service Charges		

Payment Methods:

- Direct transfer: Blackall Range Uniting Church Account: ANZ BSB 014-507, Acc No 376 229 735. Direct payment must be accompanied by an email to the Treasurer, Roger Smith at phelan.smith@i.net.au
- Cash or cheque payable to: Blackall Range Uniting Church

Please notify Roger Smith via email to arrange a receipt.

General Requirements:

- Blackall Range Uniting Church activities take priority over all Hall Hire and approved activities are covered by our Public Liability Insurance Policy
- Blackall Range Church Council and Ministry Task Groups have veto over any proposed use of the Church, it's Hall or grounds
- Do not remove or deface any material, which is clearly marked as belonging to the church
- Do not use the church grounds or road frontage for advertisements (unless approved), other than one sign, notifying people of the meeting venue and time
- Activities must be consistent with the mission of the Uniting Church of Qld, and,
- Must be for a lawful purpose.

Rules for use of Hall:

At end of period of use please –

- (i) Ensure that all lights are turned off, including toilet lights
- (ii) Check that urn and any other electrical appliances used are turned off, including solar hot water booster. Ensure that frig and freezer remain on
- (iii) Notify any breakages and pay for same as per list in kitchen
- (iv) Tidy hall and clean up any spillages, and return furniture to its usual position
- (v) Close and lock all windows and doors
- (vi) Pay a key deposit to the Booking Coordinator, where relevant (refundable on key return)
- (vii) Return keys to Booking Coordinator.

COVID 19 Requirements:

- Contact Tracing Register to be completed for each event and Register is kept for 56 days and then destroyed. Where a covid-19 case emerges, the register must be kept for 5 years and Department of Health notified. (Contact Tracing Sign In Form available)

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- Hand hygiene practiced (hygiene tables in each location)
- Physical distancing continues to be practiced and area capacity requirements apply
- People displaying any symptoms, self-exclude or excluded
- Disinfect chairs and surfaces after use
- Vulnerable people encouraged not to attend

Hot water system:

Maleny Uniting Church (only) has a solar system and in cloudy weather the water may not be very hot. If needed, the electric booster can be used, and 1 hour heating prior to use is adequate.

Health and Safety:

The Uniting Church has a deep concern for the 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 Building(s)). Our church seeks to safeguard the welfare of all people regardless of age, who come in contact with the church and its Organisations. It is the responsibility of each individual within the fellowship of the church to ensure the physical and emotional safety of all people. (The Uniting Church Duty of Care – Adapted policy statement endorsed by the Queensland Synod in 1998)

The Blackall Range Uniting Church requests that users –

- Think about any risk that may be associated with the activity and resolve those risks
- Identify emergency exits and the assembly point and inform patrons
- Note any incidents that occur in the incident book
- Note any hazard that are observed in the same book
- Be safe in all you are doing

For Property and Safety contact Peter Callaghan M: 0458 263 322 or Email: callaghans04@bigpond.com

Attachments:

- Church Privacy Policy
- Insurance Request Form

Thank you