

## Hiring of Church Buildings

Where an individual, group or a company wish to hire a Church Building the Parish determines the rental it wishes to apply to the event.

There are also insurance requirements that need to be considered and the following is designed to assist you with these.

If the Hirer is a **Parishioner** a short form Hire Form is to be completed and forwarded to the Diocesan Office. The Parishioner will be required to pay the Parish \$25 for the Diocese to cover the event for insurance purposes and the Parish will be invoiced on the next monthly invoice.

If the Hirer is an **incorporated body or a group undertaking any type of exercise or dance, meeting, seminars** etc the Parish is required to have the group complete the long form Hire Form and obtain a copy of the groups public liability insurance.

The Parish needs to keep copies of the form and insurance. The Diocesan Office does not require a copy.

If the group is to meet on a regular basis the Parish need only obtain one Hire Form with the dates noted.

The Diocese is unable to offer these groups insurance.

If the Hirer is an **individual or unincorporated group** not connected to the Parish eg reading, knitting group, then the long form Hire Form is to be completed and forwarded to the Diocesan Office. The Group will be required to pay the Parish \$25 for the Diocese to cover the event for insurance purposes and the Parish will be invoiced on the next monthly invoice.

If the group is to meet on a regular basis contact the Diocesan Office prior to discussing insurance with the group.

Where the building is being hired for a **wedding reception or funeral wake** the requirements are slightly different. Where the wedding or funeral services were held in the Parish Church no further forms are required. However, where the function is not preceded by a service the Hire Form and insurance are as those indicated above for an individual or unincorporated group.

**NOTE:** If alcohol is to be sold at an event you will need to obtain a copy of the approved Liquor Licence.