

THE ANGLICAN PARISH OF LONGFORD/PERTH

Personal Hire Liability Agreement



Persons hiring or using facilities and other property of the Anglican Church accept responsibility for the safe custody of the property during the term of the hire or use. They are required to indemnify the Diocese for any liability arising from the hire and use of the buildings and/or property.

I/we confirm that I/we have read and fully understand and accept my/our responsibilities, as summarised above, in entering into this hiring agreement.

I/we have arranged my/our insurances to cover the liabilities listed above and to indemnify the Diocese and enclose evidence of this arrangement.

or

I/we have paid for one off hire through www.anglicanhallscom.au to cover these liabilities and can produce the certificate/receipt to confirm the purchase.

Date of Hire

Nature of Hire

Name of Hirer (please print)

Signed by the Hirer

Date

Parish

THE ANGLICAN PARISH OF LONGFORD/PERTH

Memorandum of Hire of Christ Church Facility



Owner	The Trustees of the Diocese of Tasmania
Hirer & Organisation	
Name of Contact Person	
Address	
Email	
Phone	
Parish Representative	
Parish Facility	
Date, Time, Period of Facility Hire	
Hiring Fee	
Method of Payment	
Payment Received	
Keys Provided	
Keys Returned	

Obligations of the Hirer

1. To pay the hiring charges in the manner and time agreed.
2. To leave the facility in a satisfactory and clean condition (including any white boards).
3. To return any furnishings that have been moved to their original positions.
4. To remove all rubbish.
5. Not to remove anything from the facility owned by the Parish.
6. Not to store any items on the premises without consultation with the Parish Representative.
7. Not to use exhibits in the facility without the prior agreement of the Parish Representative.

8. To do no damage to the facility, its furniture and furnishings, accessories and environs; and to report to the Parish any loss or damage to property and to pay for its repair and replacement.
 9. Not to permit smoking within the facility or within 3 metres of any entrance.
 10. To switch off all lights, heaters, air conditioners and other electrical equipment before vacating the facility.
 11. To secure windows and doors on vacating the facility.
 12. To return all keys to the Parish in the manner and at the time agreed.
 13. To abide by the Parish's fire and emergency protocol.
 14. To report any use of the Parish's First Aid Kit.
 15. To effect and keep in force public liability insurance cover with an Insurer acceptable to the Owner at the Hirer's expense for an amount not less than \$5,000,000 which shall include the following extensions:
 - a. Liability for loss of or damage to the property of the Owner
 - b. Indemnity for claims made against the Owner arising out of the negligence of the Hirer.
- And to produce to the Parish Representative evidence of the above cover.
16. Evening functions should conclude by 12.00 midnight and the premises must be vacated by 1.00 am.
 17. During the period of hire, to create no nuisance either by way of noise or otherwise so as to inconvenience adjoining owners or occupiers.
 18. Not to enter or permit any person to enter any area other than the facility which is the subject of this agreement.
 19. Not to move pianos without prior agreement of the Parish representative.
 20. Not to carry out in or about the facility any illegal activity.

In regard to regular facility hirers, the Parish reserves the right to review the hire fee at 12 monthly intervals.

Acknowledgement by Hirer

The Hirer acknowledges that the facility is in such a condition at the date of commencement of the hiring as to render it completely suitable for the purpose for which the Hirer intends to use it.

Indemnity

The Hirer hereby indemnifies the Owner, the rector and the wardens and parish councillors of the Parish from and against all actions, suits, claims, and demands of whatsoever nature arising out of or in any way touching or concerning the hiring of the facility.

Signed on behalf of the Owner.....

Signed on behalf of the Hirer.....

Date.....

THE ANGLICAN PARISH OF LONGFORD/PERTH



Hirers Evacuation Guide

EMERGENCY PROCEDURES

Evacuation planning requirements place an obligation on the building owners to ensure that the principal hirer is made aware of their responsibilities in the event of an emergency. They must on each occasion name a competent Chief Warden.

Hirer's Name:

Chief Warden:

Warden:

PRINCIPAL HIRER OBLIGATIONS

The Chief Warden will appoint one or more competent people as Wardens from their group to assist during a evacuation. The number of Wardens appointed will depend on the number of people in attendance at each event and their individual or group needs.

The Chief Warden shall brief all Wardens on their roles and responsibilities.

Wardens shall familiarise themselves with.

- The layout of the building/s and the location of all emergency exits;
- The location of their closest exit and assembly area;
- Method of raising the alarm (Whistle, Horn, Bell etc).

In the event of a Fire or other emergency, the nominated Wardens shall take the following actions:

CHIEF WARDEN RESPONSIBILITIES (WHITE TABARD)

- Ascertain the nature of the emergency and determine the appropriate action.
- If necessary, initiate evacuation.
- Ensure all persons are notified of the emergency (using agreed method).
- Ensure that the Tasmanian Fire Service is notified – **000**
- Ensure that the Wardens are notified of the situation.
- Ensure that the building has been totally evacuated.
- Ensure exits are secured to prevent re-entry to the affected area.
- Brief the emergency services personnel upon arrival.

WARDENS RESPONSIBILITIES (RED TABARD)

- Commence evacuation, if the circumstances warrant it.
Ensure that all persons have been notified.
Search all areas to ensure all persons have been evacuated.
- Communicate with the Chief Warden and act on his/her instructions.
- Assist any mobility-impaired person.
- Ensure the orderly flow of persons to the assembly areas;
- Secure exits to prevent re-entry to the affected area.

EMERGENCY ACTION GUIDE

IN CASE OF EMERGENCY

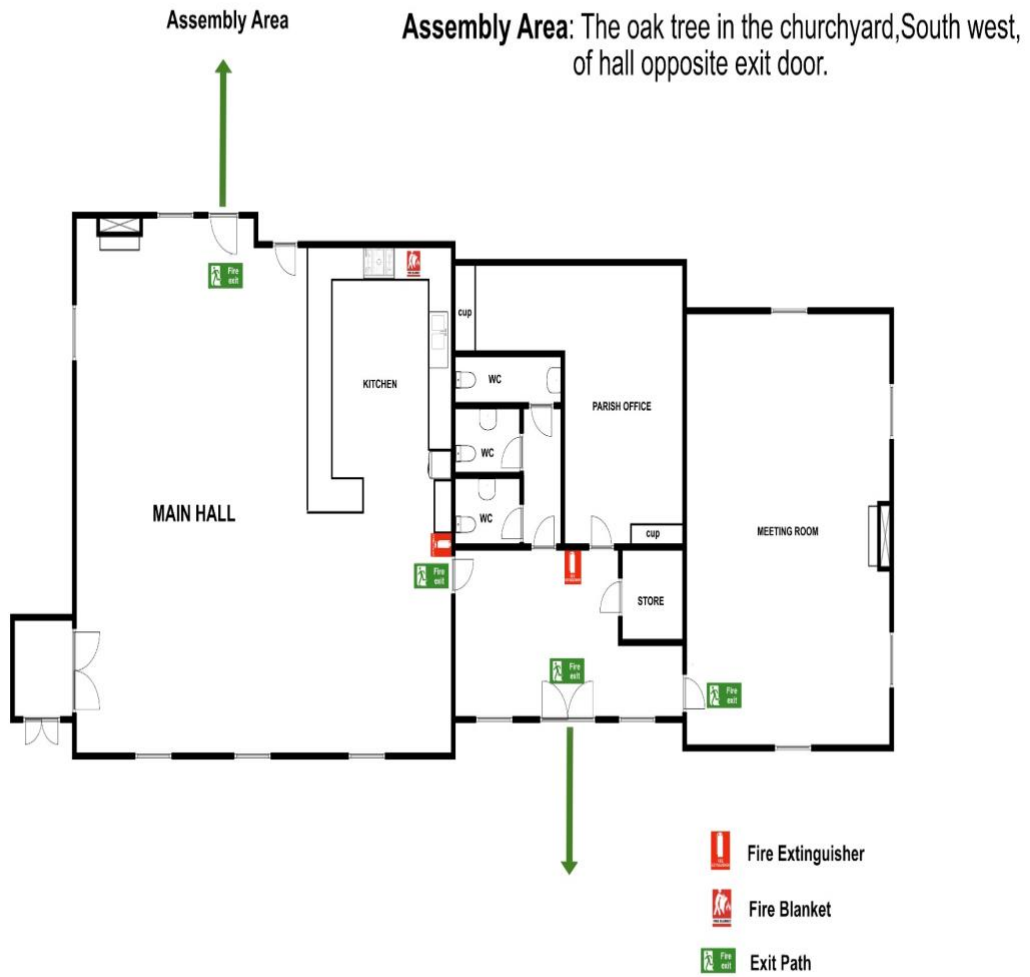
FOLLOW ADVICE FROM CLERGY OR A WARDEN
OR
LEAVE IMMEDIATELY THROUGH THE NEAREST SAFE
EXIT



**GO TO THE ASSEMBLY AREA LOCATED
ON THE FLOOR PLAN**

PARISH BUILDINGS MAPS SHOWING EXIT AND ASSEMBLY AREA IN AN EMERGENCY

Parish Hall Exit Plan 2a William st Longford.



Christ Church Exit Plan

Assembly Area: The church apron, the paved area to the north of the church tower.



Christ Church, Longford.



-  Fire Extinguisher
-  Fire Blanket
-  Fire Exit

Christ Church, Illawarra Exit Plan

