



GSLC Church Office

115 Eumundi Rd, Noosaville Qld 4566
Ph. 07 5455 8645
[goodshepherd.noosa.qld@lca.org.au](mailto:goldshepherd.noosa.qld@lca.org.au)
www.noosalutheran.org.au

ABN: 66 908 524 709

ALL BOOKINGS VIA CHURCH OFFICE - MINISTRY CENTRE

CONDITIONS OF GSLC MINISTRY CENTRE USE

The GSLC Ministry Centre is jointly owned and maintained by the Good Shepherd Lutheran Church and College Noosa. Community use of the shared facilities is managed by the Good Shepherd Lutheran Church and is dependent on recognition of the responsibilities of all users to maintain the facilities in an acceptable state and to be cognisant of requirements for use. The guidelines below are provided to assist users with this responsibility.

Areas and Equipment Available For use

- Main Hall (seats for 250 people) with elevated stage area
- A public address system (Suitably trained / qualified operator required)
- A data projector and screen (Suitably trained / qualified operator required)
- Twelve trestle tables (Seat 10 people each)
- Kitchen area for serving food (fridge, stove, microwave, urn and commercial dish washer)
- Large terrace adjacent to Hall and Kitchen
- Conference room with audio visual facilities (Suitably trained / qualified operator required)
- Concert level Grand Piano (special circumstances and limitations in place)

(Use includes access to all access amenities, all indoor areas airconditioned)

General Conditions and Restrictions:

- Good Shepherd Lutheran Church reserves the right to decline any Hall usage application.
- Usage of the Ministry Centre is generally restricted to the immediate vicinity and is considered separate to the College grounds and buildings.
- No access or use of Chapel and Offices.
- Smoking is NOT permitted within the building and the grounds.
- Barbeques are not permitted in the building. Use is strictly on veranda areas.
- The User accepts responsibility for the security of the Church grounds and premises during the usage period, including preparation and clean up periods. The building must be locked at all times when the User is not in attendance.

Use of Ministry Centre Facilities

On completion of use the area used should be returned to the regular configuration.

- Floors should be swept
- Any tables used should be returned to storage area
- Lights, sound, air-conditioning should all be switched off
- All doors should be locked.

Use of the Kitchen Facility

The Kitchen facility is available for use. Please note the following cleanliness requirements:

- Floor is to be mopped on completion of use.
- All benches and sinks are to be wiped down.
- Urn is to be emptied and stored.
- Rubbish is to be removed.

Reimbursement for Damages and Cleaning

- Equipment is to be left in the condition it was before use.
- Any loss, breakage or damage to equipment or premises by any means will be assumed to be the responsibility of the User and will be invoiced accordingly. If regular wear and tear of the equipment is shown to have occurred, the owner will bear the cost. This will be determined by independent qualified tradespeople in the particular field.
- The premises will be inspected following usage. If the premises are not left in a clean condition, a minimum amount of \$120 (exclusive of GST) is payable to enable cleaning. Any remedial work will be commenced immediately, and the User will be notified. Any costs will be invoiced to the User and must be paid in full within 7 days of receipt.

Legal Requirements

- All Users must provide a photocopy of their **Certificate of Currency for Public Liability Insurance** cover before a key is given. For individuals, a one-off cover can usually be easily obtained from your existing home insurance company for a nominal fee.
- It is the User's responsibility to ensure that persons in attendance are familiar with the Fire Evacuation Plan and that all designated fire exit doors are locked in the open position and that access to them is unhindered at all times.
- The User agrees to indemnify and hold blameless the Good Shepherd Lutheran Church and its members for any action or omission causing death, bodily injury or damage to property brought about by any person as a result of negligence.
- The User agrees to ensure that the use of any sound recordings is lawful, as premises are not licensed for the performance of protected recordings under the Australian Copyright Act.
- Equipment used by the User or the User's agents must be suitable for the purpose intended and must comply with the relevant Australian Standard.
- Noise levels must not be such as to affect neighbours.
- If alcohol is to be served, the User is responsible for obtaining the appropriate liquor licence.



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2022 Facility Usage cost

Items for Use	Fee (excluding GST)	Conditions
Main Hall (Non Profit Groups)	\$50.00 per hour or part there-of	<ul style="list-style-type: none">• These fees are for occasional / one off and commercial use.
Main Hall (Commercial Rates)	\$80.00 per hour or part there-of (min 3 hours)	<ul style="list-style-type: none">• Regular community user rates by negotiation.
Kitchen** / Conference Room	\$70.00 (without crockery & dishwasher*) \$100.00 (including crockery & dishwasher)	<ul style="list-style-type: none">• *Excludes crockery, cups, glasses, cutlery and disposable resources - eg coffee, sugar
PA System	\$100.00 (one off fee)	<ul style="list-style-type: none">• Suitably trained / qualified operator required
Data Projector	\$100.00 (one off fee)	<ul style="list-style-type: none">• Suitably trained / qualified operator required
Cleaning Fee (if needed)	\$120.00 (minimum)	<ul style="list-style-type: none">• Charged if used area not left in clean condition
Terrace		<ul style="list-style-type: none">• Generally available as part of Hall or Kitchen use

* Usage gratuities are primarily intended to cover costs of maintenance, electricity and ultimately replacement of equipment, rather than for financial gain

** The Kitchen is not licensed for on-site food preparation – only for heating and serving of already prepared food



USE AGREEMENT

(to be completed, signed and presented prior to access being given)

CONTACT DETAILS

Name of Organisation	ABN
Name of Person Responsible for Hire (Mandatory)	
Address	
Email address	
Phone Number	Mobile Number
Date Requested	Type of event
Time Requested (including set up & clean up)	From _____ Until _____
Certificate of Currency for Public Liability Insurance Attached?	

USE FEES

Items for Use	Fee (excluding GST)	TOTALS
Main Hall (Non Profit Groups)	_____ hours @ \$50.00 per hour or part there-of	
Main Hall (Commercial Rates)	_____ hours @ \$80.00 per hour or part there-of (min 3 hours)	
Kitchen** / Conference Room	\$70.00 (without crockery & dishwasher*) \$100.00 (including crockery & dishwasher)	
PA System	\$100.00 (one off fee)	
Data Projector	\$100.00 (one off fee)	
Cleaning Fee (if needed)	\$120.00 (minimum)	
	Please add 10% GST (Unless exemption held)	
	TOTAL including GST	

- If exempt from GST please include details of exemption.
- I accept the conditions of facilities hire (as outlined on the preceding pages) and accept responsibility for all cleaning and damages should they occur

(Signature) (Date)