



## GSLC Church Office

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ALL BOOKINGS VIA CHURCH OFFICE - MINISTRY CENTRE

### CONDITIONS OF GSLC MINISTRY CENTRE USE

The GSLC Ministry Centre is a 'community church hall' 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 its volunteers - and is dependent on all users maintaining 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 220 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 round trestle tables (Seat 8 people each)
- Nine large rectangle trestle tables and 3 small rectangle trestles
- 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)
- Downstairs Classroom & Holtz Meeting room available on request (limitations apply)
- Toilets – 3 male (+ urinal), 3 female and one disabled/parents room toilet
- Parking (120 spaces with entry via Eumundi Rd – extra 170 spaces available via Walter Hay Drive)

Use includes access to all 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.
- The Chapel and Offices are not available for hire or use.
- The storage rooms beside the stage in the hall are for equipment storage only and are not available for other use.
- The classrooms beneath the hall are not for hire and kids in After School Care there must legally stay separate from everyone else, so please don't let patrons go down there.
- Smoking is NOT permitted within the building or grounds.
- Barbeques are not permitted inside the building. Use is restricted to 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 however that it is not licensed for on-site food preparation – only for heating and serving of already prepared food. Please note also the following cleanliness requirements:

- Floor is to be mopped on completion of use
- All benches and sinks are to be wiped down
- All crockery, cups and cutlery must be put away
- 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.
- You will need to sweep the hall, clean the kitchen and the toilets (unless paying a cleaning fee).
- The premises will be inspected following usage. If the premises are not left in a clean condition, a minimum amount of \$150 (inc. 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 exceed 85dB inside the venue. No noise is allowed on the Terrace after 9pm. At 9pm the doors to the hall must be closed and stay closed until the event finishes.
- If alcohol is to be served, the User is responsible for obtaining the appropriate liquor licence.

## **Set Up, Staff & Equipment**

Our community hall is a modern space with a stage, chairs and excellent acoustics. However it is just a space – and as such you will be required to bring in all you need to set up and run your event, including the staff to set up, manage the event and pack up. With enough notice and for an additional fee, we may be able to assist with staff with these functions (see pricing below). Please go through the checklists at the end of this document to ensure you have what you need to run your event.

## 2025 Facility Usage cost

Please use the table below to calculate your costs. Usage fees are primarily intended to cover costs of maintenance, electricity and ultimately replacement of equipment, rather than for financial gain.

### USAGE FEES

Items for Use	Fee (excluding GST)	Conditions	Tally
Main Hall (Non-Profit Groups)	\$50.00 per hour or part thereof	These fees are for occasional / one off use. Regular user rates by negotiation.	
Main Hall (Commercial Rates)	\$80.00 per hour or part thereof <b>(min 3 hours)</b>		
Kitchen	\$70.00 (no crockery / dishwasher) (one off fee)	Excludes crockery, cups, glasses, cutlery & disposable resources like coffee, sugar, milk etc	
Kitchen	\$100.00 (with crockery / dishwasher) - (one off fee)	Includes crockery & dishwasher but not disposable resources	
Holtz Meeting Room	\$30.00 per hour or part thereof	Suitable for meetings only	
Classroom	\$30.00 per hour or part thereof	Limitations apply due to Outside School Hours Care (OSHC).	
PA System	\$100.00 (one off fee)	Suitably trained / qualified operator required	
Data Projector	\$100.00 (one off fee)	Suitably trained / qualified operator required	
Cleaning Fee (if needed)	\$150.00 (minimum)	Charged if used area not left in clean condition	
Staff for set-up/ pack-up, ticketing, ushering etc	\$45.00 per person/ per hour	2-3 weeks notice should be given if you require staff to assist with your function	
	<b>Please add 10% GST</b>	If GST exemption is held please include details	
		<b>TOTAL including GST</b>	

### USE AGREEMENT

To be completed, signed and returned to lock in your preferred date/dates:

### 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?		
Total Fee		

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) .....

# Hall Hire Checklist

Please tick as required and return to Mel at [goodshepherd.noosa.qld@lca.org.au](mailto:goodshepherd.noosa.qld@lca.org.au):

## General:

1. Have you allowed set-up and pack-down time for your event?	
2. Have you organised for someone to set up your event? (eg. tables and chairs for guests, food, decorations etc)	
3. Do you have someone who can manage the PA system and/or Data Projector? (Fees apply)	
4. If serving food/drinks, are you using disposable cups/plates/cutlery or those belonging to GSLC? (Fees apply)	
5. If having food/drinks, who will serve and then wash/dry/pack away crockery and cutlery?	
6. What will you do with any leftover food/drinks at the end of your event?	
7. Who will pack away chairs/tables/rubbish at the end of your event?	
8. Who will clean the hall and kitchen at the end of your event?	
9. How many car spaces will you require for parking?	
10. Do you need additional toilets (we have 3 male and 3 female onsite)?	

## Concerts:

1. Have you arranged to bring all of your musical instruments, music stands, microphones, amps, mixers and other musical equipment?	
2. Do you have the Power cords, batteries, chargers etc that you will need for your performance?	
3. Do you have a sound technician organised to manage your performance?	
4. Have you organised someone to manage ticketing, ushering at your event?	
5. Do you have an MC?	
6. Have you arranged someone to set up and pack up your event?	
7. Are you hiring any extra lighting for your event (we have florescent ceiling lights)	
8. Do you require use of a Green Room? (Our Holtz Room is for hire please speak to Mel)	
9. Have you organised a performance rider?	
10. What time will you begin to bump in for your event?	
11. How many car parking spaces will your event require?	

## All:

1. Are you aware of the noise limitations for the hall?	
2. Have you got a copy of your Public Liability and Liqueur License (if applicable) onsite in case of inspection?	
3. Do you have anyone attending with special needs like wheelchair access?	