



St. Andrews by the Sea Uniting Church
92 Jetty Road
Glenelg SA 5045
events@standrewsuc.org.au ♦ 8295 1771

Guidelines for Venue Hire

Thank you for your interest in hiring space at St Andrew's by the Sea Uniting Church for your event. To ensure the arrangement goes smoothly, we have set out our expectations and your responsibilities in these guidelines. Your agreement to abide by these Guidelines form part of the venue hire terms should you decide to hold your event at St Andrew's.

SET UP AND CLEANING

- Hirers are responsible for setting up and putting away their own tables and chairs unless prior arrangements are made with St Andrew's at an extra cost.
- As St Andrew's is a heritage building, nails, pins, or other fastenings are NOT to be driven into any part of the building, nor are adhesives to be fixed to the premises.
- All decorations, posters, etc. must be removed immediately after completion of the event.
- The hirer is to remove all rubbish or place rubbish in the bins provided and leave the premises clean and tidy, ready to be used by the next group or activity.
- All lights and electrical equipment must be turned off before leaving.

*** If property is damaged or left in an unacceptable condition, St Andrew's will invoice you for the cost. This may also impact your requests for venue hire in the future.*

EQUIPMENT AND CAR PARK

- If church equipment is used, the hirer must follow any Operating Procedures attached to that equipment or to instructions issued by St Andrew's.
- The sound system in the Church can only be used on the automatic setting.
- St Andrew's has a car park on the south side of the church. If you need parking, please ask about availability when you make your booking as the car park is used for church activities throughout the week.
- Please note the car parks nearest the south side of St Andrew's are reserved for the Church's commercial tenants. Please do NOT park in these spots.
- For health and safety reasons, cars may only be parked in the designated line-marked car parks along the southern fence of the property. Double ranking of cars is NOT permitted.

ENVIRONMENT

- The entire premise is a **non-smoking** area. This includes the courtyard.
- **Alcohol is NOT allowed** on the premises. Specific written approval must be requested from St. Andrew's by the Sea Uniting Church Council to serve alcohol on the premises.
- Please be considerate of local residents. Their rights must be respected with regard to noise, parking, and behaviour.
- The hirer must leave the premises no later than 6:00 pm unless special written approval was given.

OTHER DETAILS AND LEGALITIES

- Hirers are responsible for and are to provide adequate supervision during all periods of use to ensure the safety and security of the premises and all persons using them.
- Hirers are not to do, or permit, or cause to be done, any act or thing which may tend to injure or offend against the reputation or principles of the Uniting Church in Australia.
- Hirers should not conduct any activity in breach of any statute or the regulations of any local or public authority.
- Hirers are responsible for their own **Public Liability Insurance** and must provide a copy to St Andrew's before setting up.
- Hirers should familiarise themselves with evacuation procedures in an emergency. Instructions for evacuating the building and safe assembly points are displayed in the building.
- Hirers are responsible for providing their own catering supplies like cutlery, glasses etc.
- The full hire fee is to be paid 2 weeks (at the latest) before the event.

GUIDELINES ON USE OF THE FOOTPATH

- Hirers of the Jetty Rd footpath are responsible for obtaining their own [Badge Day/Trading Table Permit from the Council of Holdfast Bay](#) and must provide a copy of this permit to St. Andrew's before setting up their Trading Tables.
- This permit is only available to registered charity intending to hold a collection day for one-off donations.
- Hirers need to provide evidence of **Public Liability Insurance** for a minimum of \$20 million (twenty million dollars) to cover their members or the public responding to their Trading Table. Please have your policy endorsed to include the interests of St Andrew's, and provide a copy of this to St Andrew's before setting up.
- All Trading Tables must be to the EAST of the main doors of St. Andrews Church. Fire and emergency service regulations insist that there should be NOTHING blocking the entrance to the Church.
- Trading Tables should be **at least 1.5 metres** from the Church steps. Please ensure that nothing is placed on the Church steps or against the Church walls.
- Hirers are required to display signage with lettering **at least 7.5 cm high** indicating the name of your organisation. The sign may be attached to the lantern post on the eastern side of St. Andrews. It is to be removed when you leave.
- If the above conditions are not complied with, future applications may be refused.

Thank You