

## **Guidelines for Churches Considering Sharing Premises**

**This document is designed to assist a Church (Host Church) that is considering sharing its premises with another church / group (Guest Church)**

*This document is provided as a way of exploring the possibility of sharing premises with another group / church. The BUV Church Health and Capacity Building Team is available to support churches to think through this option.*

The fundamental principle of biblical stewardship is that God owns everything and we are simply managers or administrators acting on God's behalf. Therefore, stewardship expresses our faithfulness regarding the administration of everything God has placed under our care. Stewardship is the commitment of one's self and possessions to God's service, recognizing that we do not have the right of control over our property or ourselves. This includes maximising the use of premises and other assets by sharing them with other churches or groups.

There is a growing number of newly formed Churches across Victoria (especially, as the State becomes increasingly culturally and linguistically diverse). Due to the costs involved in acquiring and maintaining a property, new churches are often looking to share another church's property, as a guest.

Some established churches are struggling to maintain large and aging buildings or to use them as fully and effectively as they could. Within the same area, there may be emerging Congregations desperate to find somewhere to worship.

This situation may be resolved so as to support the advancement of the Kingdom of God. If done properly, this could be advantageous to all parties – with a rich diversity of Christian life and mission being sustained in many established church buildings.

Nevertheless, there are many potential issues. We have heard of many comments such as these:

*We have been happy to have another church group making use of our premises – this has provided them with a much needed venue for worship and for us has improved the level of utilisation of our premises and provided a useful source of income. Occasionally we have to remind our friends to ensure that lights are switched off, premises are left as found and sound levels of music are kept low.*

*Many problems arise concerning cleaning of premises. The users frequently leave the property untidy and dirty. After complaints it improves for a while and then deteriorates. In general though, relations are friendly. The financial gain is valuable to us.*

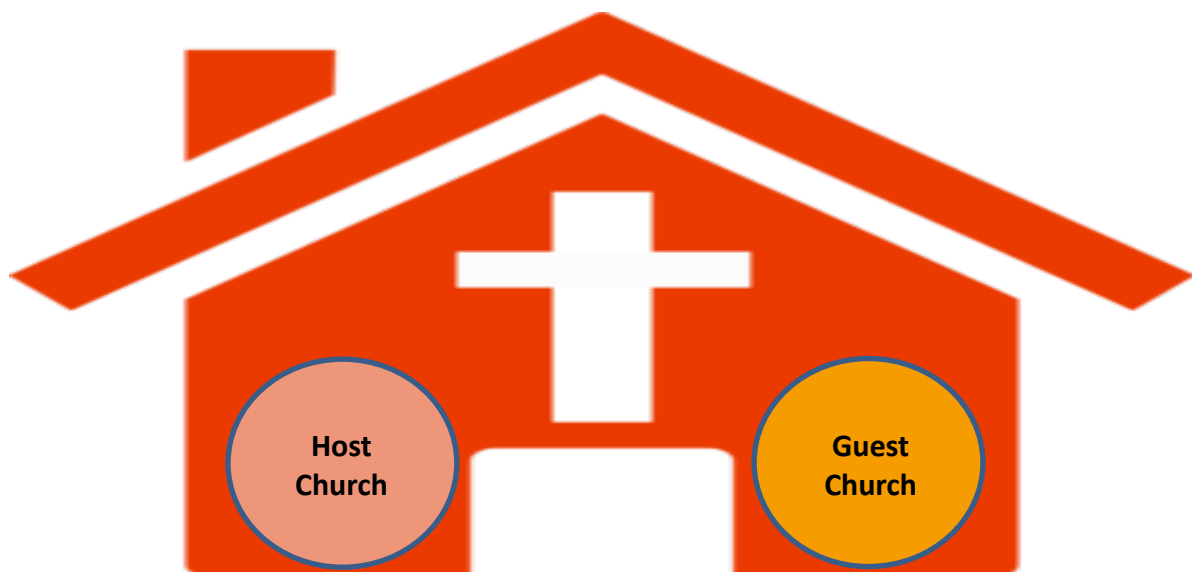
*The other church was offended by the uses to which hall premises were put, such as Martial Arts Groups, Keep Fit clubs, rowdy parties, dog training classes and so on.*

*They felt that the users of church premises should be Christians or at least be respectful of the church and its values.*

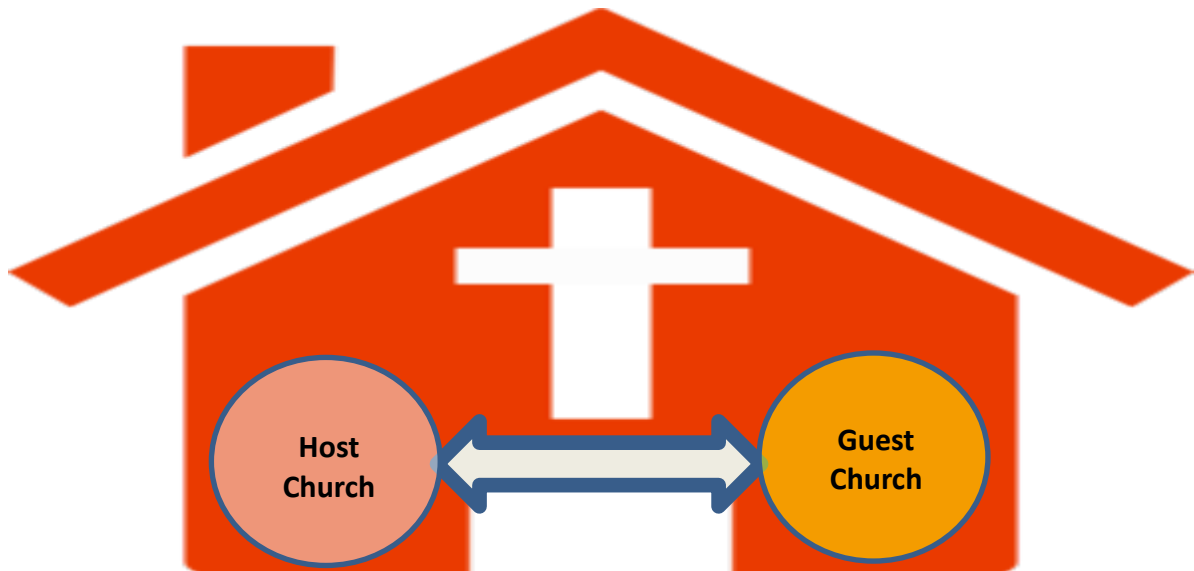
*Some Guest churches' experience is that they are often not treated as brothers and sisters in the body of Christ – frequently, it is just like a “landlord-tenant” relationship.*

## Options in sharing

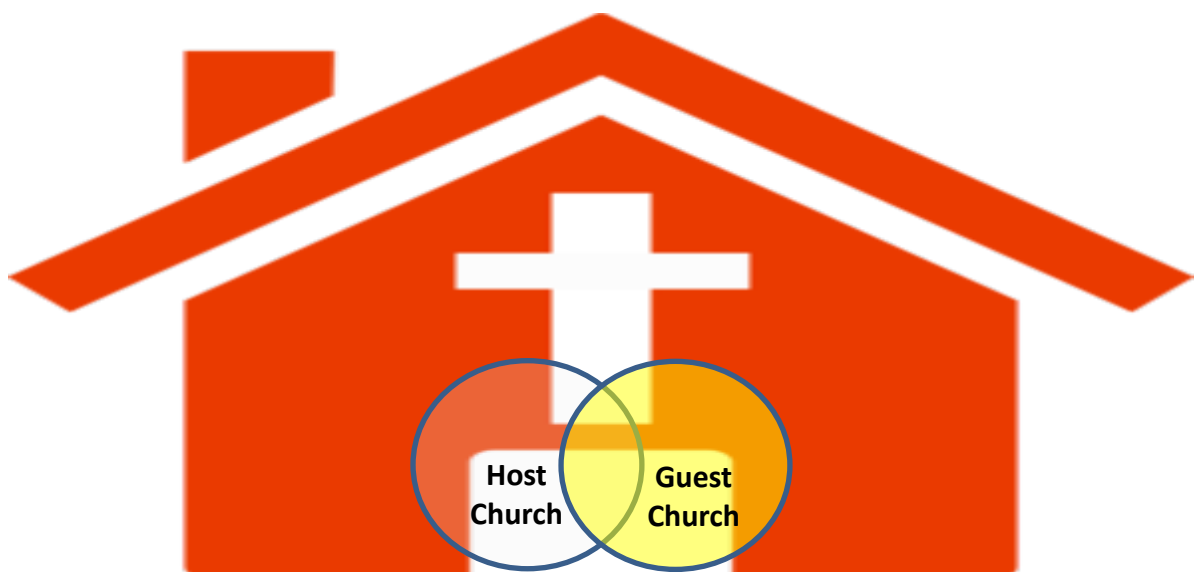
1. **Separate Entities** – each church is completely independent of each other and very little interaction happens. In this situation, the Guest Church pays an agreed rental to the Host Church (monthly or weekly) and may or may not be involved in any other activities with the Host Church. The only requirement is to sign the Hall Hiring Agreement - <http://baptistinsurance.com.au/sites/default/files/Hall%20Hire%20Licence%20Agreement%20generic%20year.pdf>.



2. **Friendship** – The Guest Church meets in the Host Church's premises as a separate entity with its own constitution and leadership team but uses Host church facilities and contributes towards the costs. There is some interaction between the 2 congregations but no formal relationship. For example, there may be some occasional combined services or special events organised and invitation to participate in maintenance work on the building or church premises. In this case, it is desirable to have a Memorandum of Understanding (MoU) in place to define the nature of the relationship and the conditions / expectations of each congregation relating to the usage of the church buildings and facilities – a sample of such an MoU is in the Appendix.



- 3. Partnership** – the leadership teams are separate entities and each congregation has its own programs (for example, 2 separate Youth groups or Bible Study groups based on language). The Church Council / Diaconate may consist of members of each congregation, offerings may be kept in separate bank accounts, expenses are shared accordingly but each congregation makes its own decision on how it will operate. There will need to be clear statements / policies / procedures on how the Church will operate and written agreements in place. This is achieved through a comprehensive Memorandum of Understanding (MoU) detailing how this relationship will operate and also expectations of both parties. It is advisable to review this MoU at least once a year to determine whether it is still appropriate. Some churches move beyond this into a one-church model, either maintaining separate congregations or gathering together. This guide does not apply to such arrangements.



## **What specific issues need to be addressed when considering sharing premises?**

When the Host Church has decided that it is ready to consider sharing premises with a Guest Church / Congregation, it should consider what that relationship will look like – that is, are they going to be:

- Separate Entities,
- In a Friendship Arrangement, or
- In a Partnership Agreement.

Whatever the level of relationship the two churches decide to have, there are questions that need to be carefully considered before proceeding.

## **Safe Church Policy and RedBook**

Does each of the churches have a Safe Church Policy? Does the Safe Church Policy:

- promote the safety of children
- prevent child abuse
- ensure the Church has effective processes in place to respond to and report all allegations of child abuse?

Does the Safe Church Policy include:

1. The cultural safety of Aboriginal children
2. The cultural safety of children from culturally and/or linguistically diverse backgrounds
3. The safety of children with disability?

It is the responsibility of the Host Church, being the owner of the property, to make sure that the Guest Church has a Safe Church Policy in place. It is a legal requirement for all churches to comply with the seven standards as required by *the Child Wellbeing and Safety Act 2005*.

Has the Host Church got a reliable system to maintain all the Essential Safety Measures and features – such as the Redbook? Building owners must maintain any essential health and safety features of their building and any essential safety and health measure necessary to ensure the safety of everyone using their building. An owner must also keep records of when the maintenance or inspection of each safety feature or measure took place and by whom.

Does the Guest Church also have a similar system in place? For example, the Guest Church must ensure exits and paths of travel are maintained in an efficient condition and kept readily accessible, functional and clear of obstruction so that exits from the building are maintained. This regulation does not remove the responsibility of the Host Church, but makes the Guest Church also responsible.

## **Theology and Doctrine**

How do the two churches compare theologically?

What is the heritage / tradition of each church – is it charismatic, reformed, traditional or progressive?

Are the views on topics like the Bible, Baptism, Spiritual Gifts, Divorce, Marriage Rites, Role of Men and Women, Homosexuality / Same Sex Marriage, etc. similar or different?

Theological differences do not have a huge impact between churches that are separate entities. However, the closer the relationship is, the more important it is to talk more about the position of each church / congregation takes. For example, if the two churches have opposing views, it may not be wise to enter into a Partnership Agreement knowing that such issues can cause conflict.

## **Worship Service Times and Approaches**

How similar or different are the worship services of the two churches?

Is the approach of each church contemporary, traditional, a blend of both or something completely different? Are there any taboo practices that the churches need to be sensitive to? For example, objects that must be handled respectfully, practices that should be avoided?

Are there Rules or Requirements regarding the use of any technology?

What time will each church have their services on Sundays and how long will each have the use of the main church auditorium? What plans need to be put in place to ensure a smooth transition from one service to the next?

Does either church have any concern about any of these matters?

## **Affiliations**

What denomination / organisation is each church committed / partnered with?

What commitments have been made to external groups – like the surrounding community, social clubs / groups and schools?

## **Property and / or Facilities**

What buildings are being shared – church auditorium, halls, rooms, offices?

What is the current usage of each of these buildings and what can be allocated to the Guest Church and when?

What will be the financial contribution of the Guest Church towards the maintenance of the buildings and equipment?

What practical help can the Guest Church provide – cleaning, lawn mowing and repairs?

Is the Guest Church free to make any alterations to the premises or furnishings? What process should be followed if this is to occur?

### **Equipment**

What equipment will be shared – sound system, photocopiers, printers, data projectors and computers?

Will the Guest Church be given access to the phone, internet and computer network? If this is the case, will the Guest Church be charged and what proportion of the cost will it pay?

Is there a need to train operators of equipment like data projectors and sound system?

### **Additional matters to consider for Separate Entities option**

If the Host Church is insured by the Baptist Insurance Services (BIS), The Hall Hire Licence Agreement as prescribed by the BIS will need to be filled in and signed - <http://baptistinsurance.com.au/sites/default/files/Hall%20Hire%20Licence%20Agreement%20generic%20year.pdf>

As the Guest Church is a separate entity, there is a need for it to provide a Certificate of Currency to ensure that it is covered by appropriate insurance for public liability.

Is there a need to sign a Memorandum of Understanding to define the relationship, if any, between the Host Church and the Guest Church / Congregation?

How much and when (frequency) will the Guest Church's financial contribution be transferred to the Host Church?

**IMPORTANT:** Communication between the Host Church and the Guest Church is vital for the relationship to last. To avoid unnecessary issues in the future, both churches need to indicate clearly whom they will delegate to provide information / discuss important issues on behalf of the church. For example, if the Host Church has an issue with cleaning of the premises, they will talk only to the nominated persons. In doing this, it is assumed that the information will be passed on to the persons concerned and the issue gets fixed. Thus, it is advisable for

the Guest Church to nominate 2 persons whom the Host Church will communicate with. They will become the only source of information when making decisions and the only persons participating in decision making.

### **Additional matters to consider for Friendship option**

If the Host Church is insured by the Baptist Insurance Services (BIS), The Hall Hire Licence Agreement as prescribed by the BIS will need to be filled in and signed.

As the Guest Church is legally a separate entity, there is a need for it to provide a Certificate of Currency to ensure that it is covered by appropriate insurance for public liability.

What will the interaction between the two churches look like? Will there be a combined worship service and what is the frequency? Will there be any other combined activities – Sunday School, Youth Group, Bible Study Groups, Social meetings, Church maintenance and community outreach?

Will there be any interaction amongst the leaders of both churches – prayer meetings, pastoral team meetings, social events to get to know each other and / or other functions?

A Memorandum of Understanding to define this relationship between the Host Church and the Guest Church / Congregation will need to be prepared and signed by both parties. It is advisable that this Memorandum of Understanding is reviewed annually and rewritten every five years.

How much and when (frequency) will the Guest Church's contribution be transferred to the Host Church?

**IMPORTANT:** Communication between the Host Church and the Guest Church is vital for the relationship to last. To avoid unnecessary issues in the future, both churches need to indicate clearly whom they will delegate to provide information / discuss important issues on behalf of the church. For example, if the Host Church has an issue with cleaning of the premises, they will talk only to the nominated persons. In doing this, it is assumed that the information will be passed on to the persons concerned and the issue gets fixed. Thus, it is advisable for the Guest Church to nominate 2 persons whom the Host Church will communicate with. They will become the only source of information when making decisions and the only persons participating in decision making.

### **Additional matters to consider for Partnership option**

What will the interaction between the two congregations look like? Will there be a combined service and what is the frequency? Will there be any other combined activities – Sunday

School, Youth Group, Bible Study Groups, Social meetings, Church maintenance and community outreach?

What will be the level of interaction amongst the leaders of both congregations – prayer meetings, pastoral team meetings, social events to get to know each other and / or other functions?

A Memorandum of Understanding to define this relationship between the two congregations will need to be prepared and signed by both parties. It is advisable that this Memorandum of Understanding is reviewed annually and rewritten every five years.

How much and when (frequency) will the two congregations' contributions be?

How will decisions be made – that is, how will the two congregations decide on any matter – will there be two leadership teams and one central governance team, etc.?

Does the Constitution reflect this partnership? Does it define both congregations as equal or is there one dominant congregation?

How is the budget going to be set? Is it going to be based on ministry or is it going to be based on what each congregation set down?

According to Schedule B to the *Baptist Union of Victoria Incorporation Act 1930*,

*Money received by the Church:*

- *raised by way of mortgage of Church property;*
- *derived by sale of Church property;*
- *received as an insurance payout in relation to Church property;*

*must be used for further property purchase or building improvements. Moneys so derived are deposited with the Union in the normal course until the Church directs the use of the money.*

*Without the consent of the Executive Council of the Union ("Executive Council"), the Church may not transfer ownership or sell its property at substantially less than current market value.*

As such, even though a partnership exists between Host Church and the Guest Church, if Schedule B applies, the Host Church cannot transfer ownership of the property to the Guest Church or sell it to the Guest Church below market value. BUV needs to be consulted on any property matter before a decision is made.

**APPENDIX A**

**MODEL MEMORANDUM OF UNDERSTANDING**

**(FRIENDSHIP OPTION)**

## Memorandum of Understanding

### Between

**XXXXXXX Baptist Church**

### And

**YYYYYYYYY Baptist Church**

## Statement of Purpose

The purpose of this document is to formalise an agreement to guide us in cooperation over the time of worshipping in the same space together.

This Agreement will be reviewed and monitored annually and re-negotiated at the end of a 5 year process.

## Areas of Cooperation

### 1. Security of Tenure & Sunday Worship Service Times

**XXXXXXXXX Baptist Church** commits to the ongoing availability of a **Sunday 2:00pm-6:00pm** **YYYYYYYYY Baptist Church** service to be conducted in the main church sanctuary, including use of the kitchen and dining room. **XXXXXXXXXXX Baptist Church** entrusts and empowers the **YYYYYYYYYYY Baptist Church** Pastor and leadership to conduct this worship service in their own style, appropriate to honouring their culture.

### 2. Financial contribution

**XXXXXXXXXXX Baptist Church** acknowledges the participation of the **YYYYYYYYYYY Baptist Church** in the following ways in regard to property maintenance and future development:

- i) Financial contribution of **\$999.99 per week** towards the Maintenance budget. Refer to the Hall Hirers Licence Agreement.
- ii) Maintenance working bees every **9 weeks** with participants from **YYYYYYYYYYY Baptist Church** to maintain gardens, lawns, wash windows and other jobs per consultation with the **XXXXXXXXXXX Baptist Church** Property Maintenance Coordinator.

### 3. Other Usage

**XXXXXXXXXXX Baptist Church** facilities will be available to **YYYYYYYYYYY Baptist Church** and its ministries throughout the week in the same way as other ministries by consultation with

**XXXXXXXXXX Baptist Church** and booking into the facilities calendar. This may include Bible studies and for special occasions such as weddings, funerals, celebrations, parties or training events. No guarantee of specific availability can be made, but if the church is not being used by **XXXXXXXXXX Baptist Church** and other pre-existing group bookings, it is likely the church will be available for **YYYYYYYYYY Baptist Church** usage, and sometimes it will be possible to share usage between rooms. **Currently, the church is usually available on Mondays all day and evening, Tuesday evenings, some Wednesday evenings and may be shared on Friday evenings.** However, availabilities may change from time to time depending on bookings by other groups who share the use of the church.

#### **4. Building safety and cleaning**

**XXXXXXXXXX Baptist Church** and **YYYYYYYYYY Baptist Church** agree to work together (and with other users of the building) to keep the church building a safe and clean space, and in particular:

- a. The dining room and toilets are professionally cleaned weekly, but **XXXXXXXXXX Baptist Church** and **YYYYYYYYYY Baptist Church** commit to cleaning the kitchen and floors after usage, especially after meals.
- b. **YYYYYYYYYY Baptist Church** agree to move furniture as they need it, and to put furniture back in a neat and tidy arrangement as required.
- c. **XXXXXXXXXX Baptist Church** keeps a “RedBook” to ensure the building and its usage offers a “duty of Care” to users, and will work with **YYYYYYYYYY Baptist Church** to ensure its guidelines are followed for the safety and care of participants.

## **Changes to the Agreement**

Changes to this agreement may be made by the leadership of both churches by mutual agreement and following, where required, properly convened Church members meetings.

SIGNED as a Memorandum of Understanding between the **XXXXXXXXXX Baptist Church** and the **YYYYYYYYYY Baptist Church**.

..... Pastor on behalf of **XXXXXXXXXX Baptist Church**

..... Office Bearer on behalf of **XXXXXXXXXX Baptist Church**

..... Pastor on behalf of **YYYYYYYYYY Baptist Church**

..... Office Bearer on behalf of **YYYYYYYYYY Baptist Church**

Dated: .....

**APPENDIX B**

**MODEL MEMORANDUM OF UNDERSTANDING**

**(PARTNERSHIP OPTION)**

## Memorandum of Understanding

### Between

**XXXXXXXX Baptist Church**

### And

**YYYYYYYYY Baptist Church**

### Statement of Purpose

The purpose of this document is to formalise an agreement to guide us in cooperation over the time of worshipping in the same space together and exploring our partnership in mission.

Whilst the churches have a degree of independence in function, there is a strong commitment to a vision of cooperation and good stewardship of God's given resource of facilities, people, finances, skills and experience to glorify God in our community.

This Agreement will be reviewed and monitored annually and re-negotiated at the end of a 5 year process.

### Areas of Cooperation

#### 5. Security of Tenure & Sunday Worship Service Times

**XXXXXXXXXX Baptist Church** commits to the ongoing availability of a **Sunday 2:00pm-6:00pm** **YYYYYYYYY Baptist Church** service to be conducted in the main church sanctuary, including use of the kitchen and dining room. **XXXXXXXXXX Baptist Church** entrusts and empowers the **YYYYYYYYY Baptist Church** Pastor and leadership to conduct this worship service in their own style, appropriate to honouring their culture.

#### 6. Financial contribution

**XXXXXXXXXX Baptist Church** acknowledges the participation of the **YYYYYYYYY Baptist Church** in the following ways in regard to property maintenance and future development:

- iii) Financial contribution of **\$999.99 per week** towards the Maintenance budget. Refer to the Hall Hirers Licence Agreement.
- iv) Maintenance working bees every **9 weeks** with participants from **YYYYYYYYY Baptist Church** to maintain gardens, lawns, wash windows and other jobs per consultation with the **XXXXXXXXXX Baptist Church** Property Maintenance Coordinator.

#### 7. Other Usage

XXXXXXXXXX Baptist Church facilities will be available to YYYYYYYYYY Baptist Church and its ministries throughout the week in the same way as other ministries by consultation with XXXXXXXXXXXX Baptist Church and booking into the facilities calendar. This may include Bible studies, whether combined or YYYYYYYYYY Baptist Church-specific, and for special occasions such as weddings, funerals, celebrations, parties or training events. No guarantee of specific availability can be made, but if the church is not being used by XXXXXXXXXXXX Baptist Church and other pre-existing group bookings, it is likely the church will be available for YYYYYYYYYY Baptist Church usage, and sometimes it will be possible to share usage between rooms. Currently, the church is usually available on Mondays all day and evening, Tuesday evenings, some Wednesday evenings and may be shared on Friday evenings. However, availabilities may change from time to time depending on bookings by other groups who share the use of the church.

## 8. Governance, Leadership and Membership

Each church will maintain and adhere to their own constitution, membership, budget, pastoral leadership and leadership team structure, recognising the differences in culture, worship and styles of each church.

The Baptist Union of Victoria recommends that each church reports to them regarding membership and income separately for accurate recording of statistics and allocation of Ministry Contribution accounts.

## 9. Promoting each other's programs

XXXXXXXXXX Baptist Church and YYYYYYYYYY Baptist Church agree to promote each other's church and ministries, including:

- a. Encouraging people to attend each other's church gatherings; especially XXXXXXXXXXXX Baptist Church encouraging ministry participants or other contacts to attend YYYYYYYYYY Baptist Church, and YYYYYYYYYY Baptist Church encouraging English speaking members, members practicing English, or families with children/ second-generation migrants to attend XXXXXXXXXXXX Baptist Church (as well as YYYYYYYYYY Baptist Church)
- b. XXXXXXXXXXXX Baptist Church agrees to work with YYYYYYYYYY Baptist Church to promote service times and provide contact information on a combined signage front of the property
- c. Inviting input from one another's churches into worship services; e.g. sharing musicians, speakers and other help as needed and as available. No payment is expected or required for such shared ministry.
- d. Cooperating together, as XXXXXXXXXXXX Baptist Church and YYYYYYYYYY Baptist

**Church** are able, in mission through local community ministries e.g., midweek Bible studies and outreach. Each church may conduct its own ministries and programs, but we commit to doing these with full communication and in cooperation with and supporting one another as much as possible.

## **10. Combined services**

**XXXXXXXXXX Baptist Church** and **YYYYYYYYYY Baptist Church** agree to explore and arrange regular combined worship services; for example, a combined Christmas service or services in December. We agree for an offering to be collected and either to be shared equally between the two churches, or to decide together to make a combined mission offering to an external cause. If the combined service is in the morning, **YYYYYYYYYY Baptist Church** reserves the right to also still hold an afternoon service, and if the combined service is in the afternoon **XXXXXXXXXX Baptist Church** reserves the right to also hold a morning service.

## **11. Combined leadership team meetings**

**XXXXXXXXXX Baptist Church** and **YYYYYYYYYY Baptist Church** leadership teams agree for all or some members to meet together regularly (e.g. at least once every 3 months) for mutual encouragement, advice, team-building, prayer and support, as well as addressing any issues that may arise between the congregations.

## **12. Pastoral support**

We agree for our pastors to meet and support one another regularly.

## **13. Office Facilities, phone and internet**

**XXXXXXXXXX Baptist Church** will make available to **YYYYYYYYYY Baptist Church** pastors, volunteer leaders and members access to the church office midweek, and use of church phone and Wireless internet. Reasonable use of internet and local calls will not require payment. Long Distance and overseas calls, and excessive use of internet may require some payment.

## **14. Building safety and cleaning**

**XXXXXXXXXX Baptist Church** and **YYYYYYYYYY Baptist Church** agree to work together (and with other users of the building) to keep the church building a safe and clean space, and in particular:

- d. The dining room and toilets are professionally cleaned weekly, but **XXXXXXXXXX Baptist Church** and **YYYYYYYYYY Baptist Church** commit to cleaning the kitchen

and floors after usage, especially after meals.

- e. **YYYYYYYYYY Baptist Church** agree to move furniture as they need it, and to put furniture back in a neat and tidy arrangement as required.
- f. **XXXXXXXXXX Baptist Church** keeps a “RedBook” to ensure the building and its usage offers a “duty of Care” to users, and will work with **YYYYYYYYYY Baptist Church** to ensure its guidelines are followed for the safety and care of participants.

## Changes to the Agreement

Changes to this agreement may be made by the leadership of both churches by mutual agreement and following, where required, properly convened Church members meetings.

SIGNED as a Memorandum of Understanding between the **XXXXXXXXXX Baptist Church** and the **YYYYYYYYYY Baptist Church**.

..... Pastor on behalf of **XXXXXXXXXX Baptist Church**

..... Office Bearer on behalf of **XXXXXXXXXX Baptist Church**

..... Pastor on behalf of **YYYYYYYYYY Baptist Church**

..... Office Bearer on behalf of **YYYYYYYYYY Baptist Church**

Dated: .....

## **APPENDIX C**

### **HALL HIRE LICENCE AGREEMENT**

## **HALL HIRERS LICENCE: PART 1 – AGREEMENT**

**AGREEMENT** between ..... “The Licensor” – Church/Constituent).

**AND** ..... (“The Licensee” - Hirer).

**Date of Agreement:** ...../...../201\_

**Premises:** ..... (“The Facility”)

**Period of Licence:** .....

**Conditions: It is the responsibility of the Licensee:**

1. To pay the Licence fee of \$..... and the bond of \$.....(If applicable) to the Licensor in exchange for which the Licensee shall be entitled to use of the Facility floor space, conveniences, normal Facility furnishings and water heating appliances.
2. To keep the Facility and every part thereof and appurtenances in good substantial repair and condition and to keep the same clean and tidy and pay promptly for any loss or damage thereto.
3. To compensate the Licensor for the cost of repairs or replacement of any damage to the Facility or to the furniture, furnishings, windows or equipment during occupancy.
4. Not to do or permit anything to be done on the said Facility or any part hereof which may be or become the nuisance, annoyance or damage to the Licensor property in the neighbourhood, or which may prejudice the insurance of premises or any part thereof.
5. To obtain any permits including Liquor Permits necessary for the use of the Facility.
6. Not to interfere with, or remove any equipment.
7. To permit the Licensor or its servants and agents at all reasonable times to enter and view the Facility and the arrangements made to keep the Facility in accordance with Clause 2 hereof.
8. To leave the Facility (and annexes) in a clean and tidy condition and to remove all refuse, to wash any items used, to store away in cupboards provided.
9. Not to do or permit anything to be done on the Facility which may adversely affect the Licensor's position as licensee of the said Facility or which may be a breach of any covenant contained in the Licence granted to the Licensor.
10. To prepare the floor for dancing if required but to previously obtain the approval for any materials used from the Facility Hire Manager.
11. The Licensee shall be liable for any claims arising from any accident, loss, damage or injury sustained by any person or persons in attendance on the premises pursuant to this Agreement and hereby releases the Licensor from any such legal liability save and except where the Licensee can establish that such accident, loss, damage or injury was caused by the negligence of the Licensor.
12. The Licensee shall obtain public risk insurance cover from a reputable insurer (with a minimum of \$10 million) in respect of the use of the Facility\* and shall deliver a copy of such public risk insurance cover to the Licensor.

\* “The Facility” includes all buildings and land referred to in and specified by this Agreement.

**AND IT IS HEREBY ACKNOWLEDGED:**

1. The Licensor shall designate that part of the Facility Licensed hereunder
2. Termination of the Contract can be effected by either party giving four weeks' notice
3. The Licence will be immediately cancelled if any clauses herein are violated.

**SIGNED**

.....Licensor (Church/Constituent)

.....Licensee (Hirer)

## **HALL HIRERS LIABILITY FORM: PART 2 – INSURANCE COVER**

It is essential that Facility Hirers have their own Liability Insurance to protect themselves in the event of an accident.

However, for **private family functions** at the Church's facilities, this can be covered under the Church's existing Public Liability Policy by completing the details below.

The Public Liability Insurer has accepted that **"Private family functions"** – means birthdays, anniversaries, engagements, weddings and similar private events.

|                          |                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Indemnity Limit :</b> | <b>\$20,000,000</b>                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Premium :</b>         | <b>Nil</b>                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Policy Number :</b>   | <b>LSB 013569283</b>                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Policy Wording :</b>  | <b>Available upon request from our office</b>                                                                                                                                                                                                                                                                                                                                         |
| <b>Exclusions :</b>      | <ol style="list-style-type: none"><li>1. Alcohol cover is not available where alcohol is for sale at the functions</li><li>2. Amusements. i.e. entertainers, other than singers and dance bands at a private family function.</li><li>3. Occasions held in company names or commercial activities, such as karate lessons, dancing classes, aerobics, bingo or discos, etc.</li></ol> |

If Public Liability insurance cover is required for a **"private function"** please answer the following:

Name of Hire.....

Date of Function .....

Type of Function ..... (Anniversary ,21<sup>st</sup> Birthday Celebration ,wedding Etc )

No. of Invited Guests .....

Signature of Hirer .....

Address .....

.....

Date ...../...../.....201\_

Telephone .....

### **PLEASE NOTE:**

**PLEASE KEEP A COPY OF THIS FORM AS THIS WILL BE NEEDED IN THE EVENT OF A CLAIM.**