

# Luther Hall Conditions & Costs

St Luke's Lutheran Church. 10 Sydney Street, Nambour, 4560. 0493 250 073 [office@stlukesnambour.org](mailto:office@stlukesnambour.org)

## FACILITIES

- Folding tables, stackable chairs, toilets, whiteboard, air-conditioning, wheelchair access.
- Smart screen is normally for use only by Graceville Centre but users may negotiate use prior to access.
- No other hall users are to access any areas labelled "Daily Bread" especially in the kitchen.

## KITCHEN

- Includes fridge, stove, a small microwave, cutlery & crockery.
- May be used for basic coffee/tea as part of the normal hourly rate.
- If kitchen is used to cook or prepare meals an extra amount is to be paid.
- Hall users provide their own tea, coffee, milk, sugar etc.
- Kitchen equipment must all be cleaned and dried and returned to original place.

## CAR PARKING

- Hall users may park in the St Luke's Church carpark upstairs.

## BOOKINGS

- St Luke's office (Parish Coordinator & Pastor) handle hall bookings.
- Keys may be picked up and returned from St Luke's office at pre-arranged times.
- Hall availability calendar is at [www.stlukesnambour.org](http://www.stlukesnambour.org) and click on 'Hall Use'

## CARE OF PROPERTY

- Please report damage or breakages.
- Users may be held liable for cost of repair or replacement.

## INSURANCE

- Hall users use Luther Hall at their own risk and must have their own public liability insurance.

## GENERAL CONDITIONS

1. No smoking in the building and surrounds.
2. No alcohol unless an exception is specifically cleared with St Luke's office first.
3. No tape of any kind on walls. If blu tack is used it must be removed at end of event.
4. Noise level must show respect for neighbours and abide by current legislation.
5. Hall events must finish by 10.00pm and be vacated by 11:00pm.
6. Any illegal activity on site will be reported to the police.
7. No storing of equipment without prior permission. We take no responsibility for items left in hall.

## HEALTH & SAFETY

- No hall exit may be obstructed at any time.
- You are responsible to make your group aware of exits, toilets, fire extinguishers, and emergency procedures.
- Groups using the building are responsible for their own first aid, emergency and fire procedures.
- Current Queensland Health guidelines must be abided by (these may change from time to time).

## Basic Exit Checklist:

- SURFACES: wiped down.
- FURNITURE: returned to original place.
- FLOOR: clean / carpet vacuumed if required.
- STACKABLE SEATS & FOLDABLE TABLES: return to storage area.
- NO FOOD LEFT BEHIND: please do not leave any food in the hall.
- BINS: on leaving please empty bins into wheelie bins outside, especially kitchen bins!
- LIGHTS: all turned off and blinds down.
- DOORS & WINDOWS: all locked – lock doors with key and external padlocks in place.
- AIR CONDITIONER: must be off or you will be charged extra for electricity.

# Luther Hall Usage Costs

## **NORMAL HIRE COSTS:**

HOURLY RATE: \$25 (includes GST)

FULL DAY (8am to 5pm) \$120 (includes GST)

KITCHEN USE FOR COOKING OR MEAL SERVING: is not normally allowed by outside groups.

## **NOT FOR PROFIT GROUPS (WITH CHARITABLE STATUS) MAY REQUEST HALF PRICE.**

If your group has charitable (DGR) status please ask.

We halve the hourly rate for charitable groups that fit our vision (to \$12.50 ex GST).

## **ATTENDERS OF ST LUKE'S NAMBOUR & WITTA LUTHERAN PARISH (SUGGESTED DONATION):**

HOURLY RATE: No hire rate - donation only.

FULL DAY OR EVENING EVENT: No hire rate - donation only.