

St Luke's Hall Conditions & Costs

09/11/2025

St Luke's Lutheran Church. 10 Sydney Street, Nambour, 4560.
0493 250 073 saintlukesproperty@gmail.com

FACILITIES

- Folding tables, stackable chairs, toilets, whiteboard, air-conditioning, wheelchair access.
- Groups requiring audio visual equipment must bring their own.
- The smart screen is for use by prior arrangement only.
- No other hall users are to access storage labelled "Daily Bread" or "Stu" especially in the kitchen.

KITCHEN

- May be used for basic coffee/tea as part of the normal hourly rate.
- Is not for any other use without prior arrangement.
- If kitchen is used to prepare food (including reheating) an extra amount may be payable.
- Hall users provide their own tea, coffee, milk, sugar, etc.

CAR PARKING

- Hall users may use the St Luke's Church carpark upstairs but must notify if they intend to do so.

BOOKINGS

- St Luke's Property Coordinator handles bookings; the number can be obtained through the office.
- Keys may be picked up and returned at pre-arranged times with the Property Coordinator.
- St Luke's hall is not available on Sundays.

CARE OF PROPERTY

- Please leave the hall clean and tidy.
- Please report damage or breakages.
- Users will 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.
- Before groups can book the hall they must provide a written copy of their *certificate of insurance*.

GENERAL CONDITIONS

1. No smoking in the building and on St Luke's church grounds.
2. No alcohol unless an exception is specifically cleared with St Luke's first.
3. No tape 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. We do not take evening bookings, but exceptions may be considered.
6. No storing of equipment without prior permission. We take no responsibility for items left in hall.
7. Any illegal activity on site will be reported to the police.

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 followed.

Hall Exit Checklist:

- SURFACES: wiped down (eg. tables or benches used).
- 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.
- KITCHEN: all equipment cleaned and dried and returned to original place.
- KITCHEN APPLIANCES: Ensure stove, range-hood and oven are turned off at the master switch on wall.

Hall Usage Costs

HOURLY RATE: \$30 (includes GST)

FULL DAY (8am to 5pm) \$150 (includes GST)

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

CHARITABLE GROUPS MAY REQUEST A DISCOUNT.

Please note that 'a charitable group' is one officially registered with the *The Australian Charities and Not-for-profits Commission (ACNC)*. Not for profit groups are listed online at the Australian Charity Register:

<https://www.acnc.gov.au/charity/charities>

If you are officially registered with the ACNC we can offer a discount of up to half-price.

This is not offered to other businesses, clubs, or community groups.