

The Uniting Church in Australia
Colonel Light Gardens Congregation, 560 Goodwood Road, Daw Park
PO Box 109 Daw Park SA 5041

Property Booking Policy

Thank you for your recent enquiry concerning the use of our property.

Please find attached a PROPERTY BOOKING AND HIRE AGREEMENT (Document CLG-06) together with a PLAN OF FACILITIES (P2 of this document), both relating to use of the property at Colonel Light Gardens Uniting Church.

Also attached is our LICENSE AGREEMENT (document CLG-05) which provides guidelines regarding the use of Colonel Light Gardens Uniting Church facilities.

Please check that the appropriate sections of the PROPERTY BOOKING AND HIRE AGREEMENT (Document CLG-06) are understood and acceptable to you, then complete the details as appropriate for your needs.

Briefly our policies are as follows:-

- LICENSE FEES :- Will be negotiated at confirmation of the booking. As applicable, the Colonel Light Gardens Uniting Church Treasurer will issue an invoice and payment will be appreciated within 10 working days after the date of issue.
- KEYS:- Will be provided if needed. These are to be returned immediately after you have completed a security check of all areas you used. The keys are to be deposited in the locked letter box on the Western column of the entrance porch.
- SPECIAL CONDITIONS:- When necessary, Church activities will have priority of use over those agreed to in the License Agreement. (This may be at very short notice). At such times, if possible, we will offer alternative facilities to enable your function to operate.
- INDEMNITY INSURANCE:-
 - Organizations within the Uniting Church are covered by Uniting Church Insurance.
 - For other Users:-
 - Repeat users of the facility within the year are required to provide certificated proof of Indemnity Insurance.
 - “Once off” users should consider arranging their own public liability insurance.
 - Please return your completed agreement form to the Church Office, at which time we will be able to confirm the booking and schedule any special requirements you may need.

Yours faithfully,

John Slape (Booking Officer)

10/11/2009

Booking Officer: _

Name: Mr. J. W. Slape

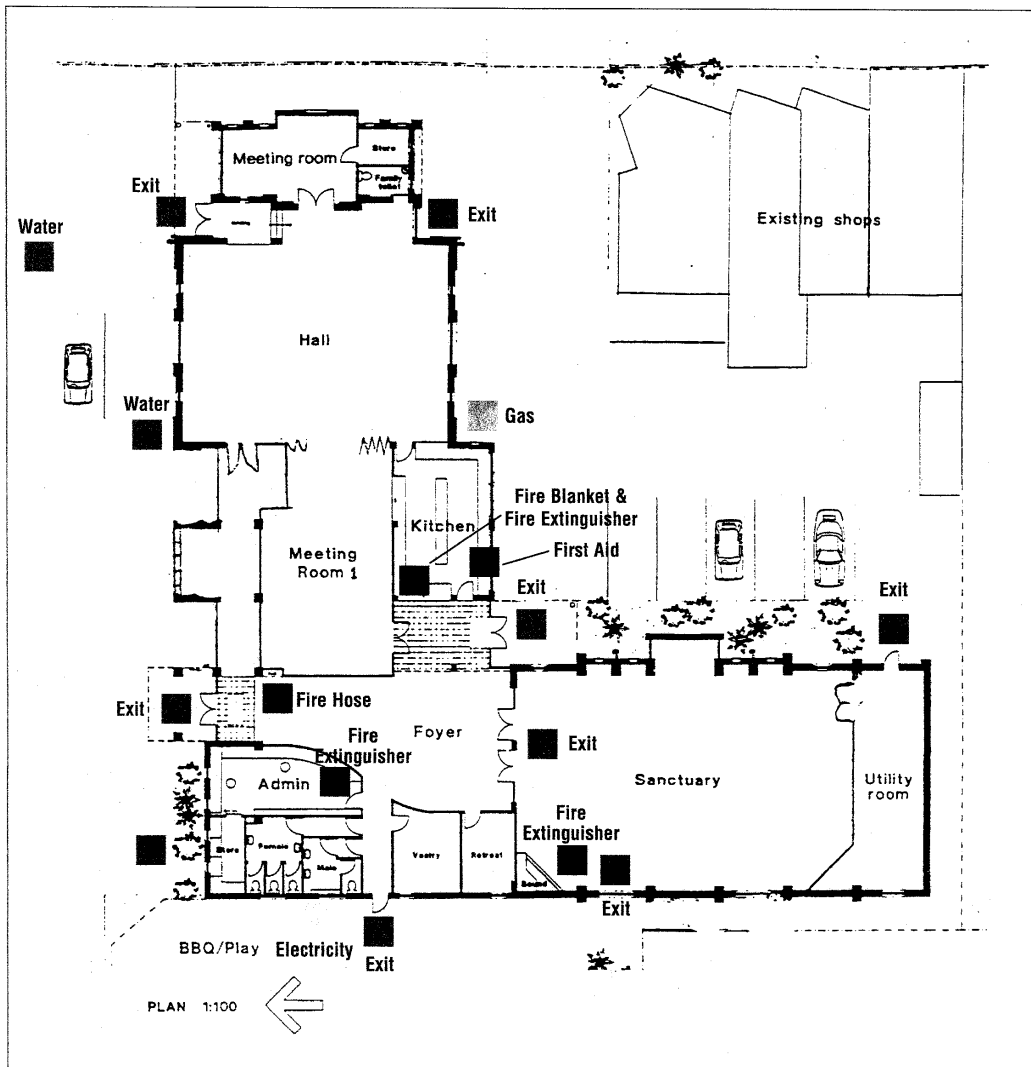
Address: 68/3 Cashel Street PASADENA SA 5042

Telephone: 81795668 Mob.0417 828 321

E-mail: slape@live.com.au

Plan of Facilities Including Location of Emergency needs

Colonel Light Gardens Uniting Church Emergency Floor Plan



- Exits**
- Water** Shut off taps
- Gas** Main shut off valve
- First Aid**
- Electricity** Power Switchboard (circuit breakers) – Keys in office and bottom drawer in kitchen
- Fire Hose** In cupboard
- Fire Extinguishers & Fire Blanket**