**PARTIES**

**Agreement between:**

**Parish**

Name: Click or tap here to enter text.

Address: Click or tap here to enter text.

Phone: Click or tap here to enter text.

Email: Click or tap here to enter text.

**User of Premises**

Name: Click or tap here to enter text.

Address: Click or tap here to enter text.

Phone: Click or tap here to enter text.

Email: Click or tap here to enter text.

**AGREEMENT**

The Parties agree:

1. The Parish is the owner of the property at:

Property address

1. The Parish has, at the request of the User of Premises, agreed to permit the User of Premises a non-exclusive right to use and occupy the property in accordance with this Agreement.
2. The User of Premises agrees to use and occupy the property on the terms and conditions of this Agreement for the permitted use of:

Specify the purpose/s for which the property is to be used.

**Term of Agreement**

Subject to any earlier termination or extension granted in accordance with this Agreement, the Agreement is for the following term:

Start date: Click or tap to enter a date. End date: Click or tap to enter a date.

**Area to be Used**

The Parish allows the User of Premises to access and use the below specified buildings, facilities, spaces and furniture, fittings and equipment.

Specify the buildings, facilities, spaces, grounds, furniture, fittings, equipment approved for use.

**Scheduled Hours**

The Parish allows the User of Premises to access and use the above specified buildings, facilities, spaces, furniture, fittings and equipment on the following days and times. (Select the check box for each relevant day)

[ ]  Monday Hours: Specify start time and end time.

[ ]  Tuesday Hours: Specify start time and end time.

[ ]  Wednesday Hours: Specify start time and end time.

[ ]  Thursday Hours: Specify start time and end time.

[ ]  Friday Hours: Specify start time and end time.

[ ]  Saturday Hours: Specify start time and end time.

[ ]  Sunday Hours: Specify start time and end time.

OR

Specify specific dates and hours below:

Click or tap here to enter text.

**Cost of Hiring**

The cost of hire for the licensed area will be calculated as follows:

Usage fee: $Click or tap here to enter text.

Utilities: $Click or tap here to enter text.

Cleaning: $Click or tap here to enter text.

GST: $Click or tap here to enter text.

Total: **$Click or tap here to enter text.**

**User of Premises Obligations**

1. The User of Premises will nominate a liaison person to facilitate communication between the Parties. The liaison person’s name and contact details must be provided to the Parish before the Agreement can commence. The User of Premises must, as soon as possible, notify the Parish if the liaison person changes.
2. The User of Premises must have a current certificate of public liability insurance. Evidence of such must be provided to the Parish before the Agreement can commence.
3. The User of Premises will treat the premises including the building, building services, fittings, equipment and property therein with due care. The cost of any breakage or damage is to be paid for by the User of Premises. If additional cleaning is required, the Parish will invoice User of Premises for this cost.
4. The User of Premises must not use the premises, or permit the premises to be used for any purpose which is inconsistent with Catholic moral principles and/or the teachings and ethos of the Catholic Church.
5. The User of Premises must take all reasonable steps to ensure safety and wellbeing, and protect themselves and others from injury and harm when conducting activities on the premises.
6. Where the User of Premises conducts activities with, or delivers services to children or vulnerable adults on the premises, the User of Premises must have a child protection and/or safeguarding policy and procedures in place. Evidence of such must be provided to the Parish before the Agreement can commence.
7. The User of Premises must ensure that all workers (including volunteers) satisfy all legal accreditation and screening requirements including (but not limited to) Queensland Working With Children (Blue Card) checks, Queensland disability checks and National Criminal History checks. Evidence of such must be provided to the Parish before the Agreement can commence, and produced to the Parish and/or Archdiocese if requested thereafter.
8. Acknowledging that the Archdiocese of Brisbane has zero tolerance for all forms of abuse, the User of Premises must respond to, and report all safeguarding concerns and abuse incidents that occur in connection with the activities undertaken on the premises to the Parish and/or the Archdiocese.
9. The User of Premises must comply with all relevant statutory obligations, including legal requirements to report abuse/harm, and Work Health & Safety requirements.

Click or tap here to enter additional responsibilities.

Important

The User of Premises acknowledges that if it breaches of any of the above obligations, the Parish and/or Archdiocese reserves the right to take action up to, and including cancelling the Agreement immediately, and making a report to authorities.

**Grievances/Disputes**

1. The Parties acknowledge that a climate of mutual trust and open communication is conducive to an effective working relationship. Where a grievance or dispute arises, every effort will be made to resolve the matter respectfully and by mutual agreement between the Parties, and if necessary the Archdiocese of Brisbane.
2. The User of Premises acknowledges that the Parish (Parish Priest/Administrator) has the authority to make final decisions relating to the use of Parish premises.

**Review**

Towards the end of the Agreement period, the Agreement will be subject to review and open for extension as agreed to by the Parties.

**CONFIRMATION**

**Representative - User of Premises**

………………………………………………… Date: ….. / ….. / ………

 Signature 🖉

Name: Click or tap here to enter text.

Role/Position: Click or tap here to enter text.

**Representative - Parish**

………………………………………………… Date: ….. / ….. / ………

 Signature 🖉

Name: Click or tap here to enter text.

Role/Position: Click or tap here to enter text.