

APPLICATION FORM FOR HIRE OF VMTA'S SCHIMMEL K 231 PIANO

And FACILITIES

at St Peter's Church, the Anglican Parish of Box Hill

Name of hirer (individual or organisation): _____

Contact name, if an organisation: _____

VMTA Member number if applicable: _____

Address: _____

Tel: _____

Email address: _____

(Costs are described on the next page and an invoice will be issued prior to event)

Date/s and time/s of hire of piano:

1. _____ Purpose: _____ (eg, sound check, rehearsal, concert)

2. _____ Purpose: _____

3. _____ Purpose: _____

Total Number of three-hour sessions for the piano required: _____ (See next page)

Name/s of person/s who play the VMTA's piano: _____

Is piano tuning required just prior to the date/s of hire?: Yes / No

Note: If "Yes", the tuner will invoice the hirer for the cost of the tuning and the hirer will pay the tuner directly.

"Prepared piano" (for example, plucking strings with fingers or placing objects inside the piano and/or on the strings or any other unconventional means of playing the instrument) will **not be approved. The instrument may be played only in the conventional manner, i.e. with hands/fingers on the keys.**

.....
ACKNOWLEDGEMENT:

I, _____ (name in block letters) acknowledge the advice and conditions of hire of VMTA's piano as set out on pages 1-3 of this document. I acknowledge that VMTA and St Peter's Anglican Church, Box Hill will seek to recover any damages in full.

Date of application: _____

Signature: _____

Please send this completed and signed form direct to St Peter's Anglican Church, Box Hill, by one of the following means:

- Personal delivery to St Peter's office at 1038 Whitehorse Road, Box Hill (between Box Hill Town Hall & Library).
- Via post to Office Administrator, St Peter's Anglican Church, 1038 Whitehorse Road, Box Hill, 3128.
- Scanned (with signature) and emailed to anglicans.boxhill@bigpond.com. Subject: VMTA piano.

Hiring Costs for the Church and VMTA Piano and Procedures as of May, 2018

- There are two costs involved in using the piano: the hire of the church and the hire of the piano. **Concert cost in our church is \$35 (VMTA members) or \$55 (non VMTA members) per hour for the duration of the performance** plus **\$10 per hour** for the time either side of the performance such as rehearsing, setting up and packing up. (VMTA member number must be supplied.) If you do not already have public liability insurance, then there is an additional payment for insurance.

The piano in the church belongs to the VMTA [Victorian Music Teachers' Association]. It is a Schimmel K213T and is around 10 years old. The cost to hire the piano is **\$152 for VMTA members** (VMTA number must be provided), **\$184 for non-members** and **\$162 for students**. This covers **up to a three-hour period** of use. Additional piano hire costs apply to rehearsals. All hirers of the VMTA piano must sign the "Application to Hire Piano" form which declares that the piano will only be played in the conventional manner, i.e. with the fingers on the keys.

If you decide that you'd like the instrument specially tuned, you would need to arrange for the VMTA's preferred tuner to tune the piano and also cover the cost. The instrument was last tuned in May 2018. The VMTA's email address is vmta@vmta@vmta.org.au and the contact phone number is 5243 4200.

- Insurance. The Hire Agreement form indicating whether you have your own Public Liability Insurance or wish to purchase insurance from us must be signed and returned with the invoice payment.

*Public Liability insurance for fund-raising concerts or public events is a requirement and needs to be arranged by you. There are companies who offer a reasonable yearly rate if you are planning to hold a number of events during the year. "Duck for Cover" and "AON" are some examples of these. Public Liability insurance should be obtained with an indemnity limit of at least \$10m. The policy should name "The Anglican Parish of Box Hill" and "The Anglican Diocese of Melbourne" for their respective rights and interests. Although the Church (including the Parish Council and Diocese of Melbourne) is covered by Liability Insurance through the Diocese of Melbourne Insurance Program, in the event of a claim against it, this insurance **will not** cover the hirer/occupier of the Hall in the event of a claim against the hirer or occupier.*

- An invoice will be issued and must **be paid before your event** and being given access to a key. It will include the cost of the piano and the cost of the venue. Payment can be made by:
 - cash in person at the office;
 - cheque (made out to the Anglican Parish of Box Hill) by mail or in person;
 - direct bank deposit **Acc Name:** Anglican Parish of Box Hill
Acc Number: 2971 18084, **BSB** 013225
Reference: Piano (and the date of use), eg, Piano0618
- The address of the church for the purpose of advertising is **1038 Whitehorse Road, Box Hill, 3128**. It is situated between the Box Hill Town Hall and the Box Hill Library. (It can be accessed via the side service road, entered from Whitehorse Road near the corner of Linsley Street.)
- If you wish to serve refreshments during or following the concert or other function, there are other spaces in the same precinct of buildings, depending on numbers, which can be hired in addition if they are available. This would cost a flat \$40.
- The church seats 180 people but extra chairs from the side chapel can be used to bring the number to 200.
- A locked room within the church buildings can be made available so valuables can be stored during a concert if required.

The Anglican Parish of Box Hill

HIRE AGREEMENT

Persons hiring or using buildings and other property of the Anglican Church accept responsibility for the safe custody of the property during the term of the hire or use. They are required to indemnify the Diocese for any liability arising from the hire and use of the buildings and/or other property.

I/we hereby confirm that I/we have read and fully understand and accept my responsibilities, as summarised above, in entering into this hiring agreement.

I/we have arranged my/our insurances to cover the liabilities listed above and to indemnify the Diocese and enclose evidence of this arrangement. I have attached a copy of my Public Liability Certificate.

OR

I/we request that the Diocese arrange insurance to cover these liabilities to \$10 Million and I/we agree to pay the premium calculated at \$50.00 per day. I/we accept that this insurance is subject to payment by me/us of the first \$250.00 for property damage.

Tick one box only

Acknowledgement by Hirer

The Hirer acknowledges that the facility is in such a condition at the date of commencement of the hiring as to render it completely suitable for the purpose for which the Hirer intends to use it.

Indemnity

The Hirer hereby indemnifies the Owner and the wardens and parish councillors of the Parish from and against all actions suits claims and demands of whatsoever nature arising out of or in any way touching or concerning the hiring of the facility.

Date of Hire:

Nature of Hire/Use:.....

Signed by the Hirer:

Date...../...../.....

Name of Hirer (please print):