

Hiring Costs for the Church and VMTA Piano and Procedures

- There are two costs involved in using the piano: the hire of the church and the hire of the piano.

BUILDING HIRE CHARGES

Concert cost in our church is \$55 per hour (VMTA members) or \$75 per hour (non VMTA members) for the duration of the performance plus \$20 per hour for the time either side of the performance such as rehearsing, setting up and packing up. (VMTA member number must be supplied.)

Please note that if you do not already have public liability insurance and can provide a copy of your certificate, then there is an additional payment of \$60 for insurance. See below in dot point 2 for more details.

VMTA CHARGES

The piano in the church belongs to the VMTA [Victorian Music Teachers' Association]. It is a Schimmel K213T and is around 20 years old. The cost to hire the piano is **\$155 for VMTA members** (VMTA number must be provided), **\$200 for non-members** and **\$165 for students**. This covers **up to a three-hour period** of use for rehearsal and performance. Additional time can be negotiated. 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.

The piano is tuned regularly but 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 VMTA's email address is 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 need to purchase insurance must be signed and returned with the invoice payment.
 - *Yes, I have Public Liability Insurance.* Please forward a copy of your certificate with the application.
 - *No, I do not have Public Liability Insurance.* You will need to apply through our diocese for a one-off insurance for your event. (Directions for how to do this are included at the end of the application document on pages 4-5.)
- 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;
 - direct bank deposit **Acc Name:** Anglican Parish of Box Hill
Acc Number: 2971 18084, **BSB** 013225
Reference: Piano (and the date of use), for example, Piano0624
- 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 \$50.
- 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.

**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: _____

Date of piano hire: _____ **Note: there is no hiring on Sundays.**

Details of booking: (eg, 1.00-1.30pm set up, 2.30-3.30pm Concert, 3.00 - 4.00pm pack up)

1. Purpose: **Arriving and setting up/rehearsal** Time: Begin: _____ Finish: _____

2. Purpose: **Performance** Time: Begin: _____ Finish: _____

3. Purpose: **Packing and cleaning up** Time: Begin: _____ Finish: _____

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

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

- The piano is tuned regularly. Please enquire at St Peter's or the VMTA for more details.
- **The piano may be played only in the conventional manner, i.e. with hands/fingers on the keys.**

Once the application is completed and submitted an invoice will be issued.

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:

- Scanned (with signature) and emailed to anglicans.boxhill@bigpond.com. Subject: VMTA piano.
- 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.

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 agree to purchase public liability insurance through the Diocese. **(Please complete the online application form.** Instructions to be found on the next page.
Evidence of this completed application will be required before hire can proceed.)
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):



THE ANGLICAN PARISH OF BOX HILL

1038 Whitehorse Road, Box Hill, 3128

PROCEDURE FOR OBTAINING PUBLIC LIABILITY INSURANCE

To be used for Hiring of Church or Hall

The cost of this public liability insurance is \$60.

Directions:

1. People intending to hire parish halls for private occasions are now required to provide evidence of their own public liability insurance. This must be purchased from the website www.anglicanhalls.com.au for \$60. Go to www.anglicanhalls.com.au
2. Please follow these steps. Click on the top right where it says **CLICK HERE TO BUY NOW**
3. Fill in the details as written here:

Hall Hire Insurance

Please enter in the search criteria below to find a Property

Parish Name

Suburb/Town

4. Click on the blue Search box on the right.
5. You will be now be looking at a list of addresses for the **Anglican Parish of Box Hill**. Select the **third** option down **Parish Centre** as shown below.

[Anglican Parish of Box Hill](#)

[Parish Centre](#)

[1030 Whitehorse Road](#)

[Box Hill](#)

[VIC 3128](#)

6. You will be taken to a page that asks you to complete the payment.
Under **Parish Contact Details** please put the following:

Contact name: Cecilia Joyner

Contact email: anglicans.boxhill@bigpond.com

Please provide details of your event and complete the payment.

A certificate of insurance will be issued to you via email to the email address specified in the Hirer details section of this form.

Anglican Diocese:	Anglican Diocese of Melbourne
Parish Name:	Anglican Parish of Box Hill
Facility Name:	Parish Centre
Address:	1030 Whitehorse Road, Box Hill, VIC 3128

Parish Contact Details

Parish Contact Name *

Cecilia Joyner

Parish Contact Email Address *

anglicans.boxhill@bigpond.com

7. Next fill in the **Event Details** and **Alcohol Management** boxes.
8. Under **Details of Insurance Applicant**, please put your own details or that of your organisation.
9. The final section on the form is for the Declaration and Payment Details. Please complete both and press the Pay Now box at the bottom left.

Please send a copy of the insurance document to anglicans.boxhill@bigpond.com