

2 Carrington Street Penhurst NSW 2222  
Email: [churchrental@penhurstanglican.org](mailto:churchrental@penhurstanglican.org)  
Web: [penhurstanglican.org](http://penhurstanglican.org)



## HALL HIRE CHECKLIST

- Check availability of hall by e-mailing our [administrator](#).
- Review terms of agreement in the Licence Memorandum and Schedule.
- Check hire fees, including security bond payable.
- Arrange public liability insurance (either take out one-off hire cover through Ansvar Insurance Limited or supply a valid Certificate of Currency on your own policy noting the interests of Penshurst Anglican Church on the policy).
- Confirm date and provide to PAC the following information to draft an Agreement:
  - Name of person / organisation hiring hall
  - Address, phone number and email address of contact person
  - Date and times of hire
  - Rooms / Facilities to be hired (eg “hall & large kitchen”)
  - Agreed hire fee
  - Purpose of hire
- Await consent of our Parish Council.
- Sign Agreement & make payment on Invoice.