

Checklist for Hirers

This form is to help ensure the smooth running of your event at the Ryde Anglican Centre

Legal Requirements

- Have you returned the licence agreement (signed)
- Have you supplied a copy of your Public Liability Insurance (Certificate of Currency)

Finance

- Have you paid both the hiring fee and bond (two weeks before event)

Advertising

- Have you included your name as sponsor of the event in your advertising and "St Annes Ryde Anglican Centre, cnr Church & Gowrie Streets, Ryde 2112" as the venue
- If requested, have you supplied us with a copy of your advertising before it goes to the printers

To ensure the smooth running of your event

- Have you nominated **teams of people to help with "set up" and "clean up" of the venue**
- Have you returned your Contact List – with 4 emergency contact persons etc

For events requiring sound, lighting, CD's DVD's etc (including bands of more than 2 musicians)

- Have you informed us that you will be requiring a full sound system – if so have you given details of person in charge of sound/lighting on your Contact List

Kitchen Requirements

- Have you arranged your own supply of kitchen garbage bin liners/tea towels/tea & coffee requirements etc if you are going to use the kitchen
- If you are having a caterer have you passed on the "Guidelines for Caterers"**

PLEASE NOTE:

Candles or any items that omit smoke are not permitted in any of the buildings.