

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)
- If you have no Public Liability Insurance have you returned the “Public and Products Liability Insurance” form (signed)

Finance

- Have you sent both the hiring fee and bond amount (\$500)

Advertising

- Have you included your name as sponsor of the event in your advertising and “Ryde Anglican Centre” 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
- Have you informed RAC if you intend to have candles (or anything with smoke)

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

- Have you informed RAC that you will be requiring a full sound system
- Please nominate a person responsible for your sound requirements and inform RAC of their name and phone number so that we can discuss your requirements.