

Licence Agreement for the Use of an Anglican Hall or Rooms (excluding Church Building)

Notice to Churchwardens

(this page does not comprise part of the attached form of licence agreement)

1. Clause 20A of the Church Administration Ordinance 1990 gives churchwardens a limited power to enter into licence agreements (not leases) as principals rather than as agents of the Property Trust. The limits which apply to the churchwardens power to licence are -
 - (a) the use of the property by the licensee must not be prohibited by law or by the trusts on which the property is held;
 - (b) the terms upon which the licensee is to be permitted to use the property must be documented in a form last approved by the Property Trust;
 - (c) the period during which the licensee is permitted to use the property must not exceed 5 years;
 - (d) the amount payable by or on behalf of the licensee for the licence must be not more than \$20,000 per annum, or such other amount as may be determined by the Standing Committee by resolution from time to time;
 - (e) the granting of the licence must be approved in writing by the archdeacon of the region in which the church is situated, and the majority of the parish council of the parish.
2. Attached is the standard form licence agreement which has been approved by the Property Trust as generally suitable for use by churchwardens **for the Use of an Anglican Hall or Rooms (excluding Church Building)**. This form of agreement was approved by the Property Trust as at **20 September 2002**. The churchwardens should ensure they use the form of agreement last approved by the Property Trust. This can be checked by obtaining a copy of the appropriate form from the diocesan web page www.sydney.anglican.asn.au or by contacting the Property Trust on 9265 1579.
3. The form of agreement will cease to be in an approved form if the churchwardens make any amendment to the agreement (other than the completion of the necessary details in the schedule to the agreement) which has not been specifically authorised by the Property Trust. As a general policy the Property Trust will not agree to amendments which have the effect of reducing the insurance or indemnity requirements or the application of the social covenants. If the churchwardens intend to use the approved form of licence without amendment, the agreement does not have to be submitted to the Property Trust for approval.
4. Before exercising the power to grant a licence under clause 20A, the churchwardens should-
 - (a) consider whether additional provisions should be included in the agreement to meet the specific requirements of the licence and/or to further protect the interests of the churchwardens as licensor; and
 - (b) ensure that the power is exercised subject to the following provisions:
 - (i) clause 18 of the Church Administration Ordinance 1990 relating to the minister's role in sanctioning the use of church property; and
 - (ii) part 3 of the Church Grounds and Buildings Ordinance 1990 relating to the persons who are permitted to officiate in churches and the rules about the use of churches; and
 - (iii) the Use of Church Property Ordinance 1995 setting out the specific rules which apply before a licensed or consecrated church building can be used by a church of another denomination; and
 - (c) ensure the matters referred to in paragraphs 1(a), (c), (d) and (e) above are complied with (for more details see Property Trust's *Guidelines for Leases and Licence Agreements*).
5. If the churchwardens choose to enter into a licence agreement using their powers under clause 20A, they will assume the legal obligations of the licensor under the agreement. Part of those obligations include ensuring stamp duty and GST are paid on the agreement as necessary.

Licence Agreement

**for the Use of an Anglican Hall or Rooms
(excluding Church Building)**

Licensor: Churchwardens

Schedule to the Licence Agreement made on the date specified in Item 1 between the Churchwardens of the Church specified in Item 2(a) and the Licensee specified in Item 3(a)

Item 1	<i>date of agreement:</i>
Item 2 (a) (b)	<i>name and suburb/town of Church:</i> <i>Churchwarden's address and facsimile number for service of notices:</i>
Item 3 (a) (b) (c)	<i>Licensee's name, ABN and, if a company, ACN:</i> <i>Licensee's address:</i> <i>Licensee's address and fax number for service of notices:</i>
Item 4 (a) (b)	<i>Commencement Date:</i> <i>Expiry Date:</i>
Item 5 (a) (b) (c)	<i>address of Property on which the Hall is situated:</i> <i>details of the building or room(s) comprising the Hall excluding the Services and Access Way:</i> <i>details of personal property situated in the Hall to be used by the Licensee:</i>
Item 6 (a) (b) (c)	<i>commencing time each day of use:</i> <i>finishing time each day of use:</i> <i>day(s) of use (eg Monday):</i>
Item 7 (a) (b)	<i>Licence Fee for each period:</i> <i>relevant period for Licence Fee: Month/Quarter (delete one but if neither deleted then "Month")</i>
Item 8	<i>details of permitted use:</i>

Licence Agreement for the Use of an Anglican Hall or Rooms (Excluding Church Building)

This Agreement is made on the date specified in **Item 1** between the following parties -

1. The Churchwardens of the Anglican Church specified in **Item 2(a)** of the address specified in **Item 2(b)** (the "Churchwardens"); and
2. The person or corporation specified in **Item 3(a)** of the address specified in **Item 3(b)** (the "Licensee").

Recitals

- A. The Churchwardens may grant licences for the use of the Hall situated on the Property pursuant to clause 20A of the Church Administration Ordinance 1990.
- B. The Licensee has requested that the Churchwardens grant a licence to the Licensee to permit the Licensee to use the Hall, the Services and the Access Way.
- C. The Churchwardens have agreed to grant a licence on the terms set out in this agreement.

In consideration of, among other things, the mutual promises contained in this agreement, it is agreed between the parties as follows -

Definitions

1. (1) In this agreement unless the context otherwise requires -
 - "Access Way" means the pathway designated by the Churchwardens as the route by which the Licensee and the Licensee's Employees and Visitors may have access to the Hall and to the Services.
 - "ACPT" means the Anglican Church Property Trust Diocese of Sydney or other registered proprietor of the Property.
 - "Hall" means the building or room(s) specified in **Item 5(b)** erected on the Property.
 - "Commencement Date" is the date specified in **Item 4(a)**.
 - "Expiry Date" is the date specified in **Item 4(b)**
 - "GST" has the meaning given in A New Tax System (Goods and Services Tax) Act 1999.
 - "Index Number" means the Consumer Price Index published by the Australian Bureau of Statistics, or if the calculation of the Consumer Price Index ceases, such other index published at the relevant time which, in the opinion of the Churchwardens, reflects changes in the cost of living in Sydney.
 - "Licensee's Employees and Visitors" means each and every of the Licensee's employees, agents, visitors and invitees who may at any time be in or upon the Hall or upon the Property.
 - "Licence" means the licence granted by the Churchwardens to the Licensee under clause 2.
 - "Licence Fee" means the fee payable under clause 4 inclusive of GST.
 - "Licence Term" means the period commencing on the Commencement Date and expiring on the Expiry Date.
 - "Month" means calendar month.
 - "Permitted Use" means the use specified in **Item 8**.
 - "Property" means the property located at the address specified in **Item 5(a)**.
 - "Services" means the tearooms, washrooms, toilets, storage space and other services designated by the Churchwardens as being available for use by the Licensee and the Licensee's Employees and Visitors.
 - "Supply" means the supply of goods, services or other items.

“Quarter” means each period of 3 months commencing on 1 January, 1 April, 1 July and 1 October in each year.

“Review Date” means 1 January.

(2) In this agreement a reference to an Item means an Item of the schedule attached to this agreement.

Grant of licence

2. (1) The Churchwardens grant to the Licensee and the Licensee accepts from the Churchwardens a licence to enter and use the Hall and the Services from the time specified in **Item 6(a)** to the time specified in **Item 6(b)** on each day specified in **Item 6(c)** during the Licence Term on the terms set out in this agreement.

(2) The Churchwardens agree to permit the Licensee and the Licensee's Employees and Visitors to use the Access Way for the purpose only of ingress and egress from the Hall and the Services.

(3) The Licensee may, subject to the direction of the Churchwardens, use the property situated in the Hall specified in **Item 5(c)** in conjunction with the Permitted Use.

Licence constitutes personal right only

3. The Licensee has a personal right of use of the Hall, the Services and the Access Way on the terms specified in this agreement and has no interest in the Property. The legal right to possession and control over the Hall, the Services and the Access Way remains vested in the Churchwardens and ACPT throughout the Licence Term.

Licence Fee

4. (1) The Licensee agrees to pay by way of Licence Fee the amount specified in **Item 7(a)** in respect of each period referred to in **Item 7(b)** or part thereof during the Licence Term in advance on or before -

(a) the Commencement Date in relation to the period referred to in **Item 7(b)** then current; and

(b) the first day of each succeeding period referred to in **Item 7(b)**.

Unless otherwise directed by the Churchwardens, the Licensee must pay the amount of the Licence Fee to the Churchwardens.

(2) On each Review Date which occurs during the Licence Term, or as soon as possible thereafter, the Licence Fee shall be reviewed with effect from that Review Date. The Licence Fee payable for each period referred to in **Item 7(b)** after the Review Date shall be the greater of the amount payable immediately before the Review Date and the amount determined in accordance with the following formula -

$$A \times \frac{B}{C}$$

where -

A is the Licence Fee payable immediately before the Review Date

B is the Index Number for the September quarter in the year before the year in which the Review Date falls

C is the Index Number for the September quarter in the year which is 2 years before the year in which the Review Date falls.

Contribution to Expenses

5. The Licensee must pay to the Churchwardens, within 14 days of request by the Churchwardens, such amounts as the Churchwardens may determine as being the Licensee's reasonable contribution toward -
- (a) the costs of and relating to electricity consumed in the Hall; and
 - (b) the costs of and relating to water used in the Hall.

GST

6. (1) The parties acknowledge and agree that:
- (a) it is intended that the Licence Fee payable by the Licensee under this agreement will remain inclusive of GST; and
 - (b) if during the Licence Term (or any period of holding over under this agreement) the rate at which GST is payable is varied, the Licence Fee payable from the date of such variation shall be the Licence Fee payable immediately before the date of the variation subject to any adjustment (whether up or down) necessary to take into account the variation.
- (2) If the Churchwardens or ACPT is liable to pay GST in respect of any amount paid or payable by the Licensee under this agreement by way of contribution to or indemnification against any action, claim, demand, loss, damages, cost, or expense which the Churchwardens or ACPT is or may be liable to pay, the amount payable by the Licensee is to be increased to include the GST payable by the Churchwardens or ACPT to the extent the Churchwardens or ACPT is not entitled to claim an input tax credit in respect of any GST included in such action, claim, demand, loss, damages, cost, or expense.

Bond

7. On or before the Commencement Date the Licensee will pay to the Churchwardens by way of bond, the sum equal to 3 times the Licence Fee specified in **Item 7(a)**. If the Licensee is in breach of its obligations under this agreement the Churchwardens will be entitled to apply all or part of the amount of such bond to rectify such breach or to compensate the Churchwardens for the loss suffered as a result of that breach.

Undertakings by Licensee

8. The Licensee agrees and undertakes that -
- (a) the Licensee will use the Hall for the Permitted Use only and for no other purpose;
 - (b) the Licensee will not use the Services or cause them to be used for any purposes other than those for which they were constructed;
 - (c) the Licensee will not do or permit anything to be done in the Hall which is unlawful or immoral;
 - (d) the Licensee will not use or permit the Hall to be used for the purposes of "public entertainment" within the meaning of the Local Government Act 1993;
 - (e) the Licensee will not do anything which may imperil any insurance effected in respect of the Hall or Services or any building of which the Hall or Services may form part;
 - (f) the Licensee will not damage or alter the Hall or its furniture or fittings in any way and will at the Licensee's own cost make good any defect or damage to the Hall or any other building on the Property caused by the misconduct, neglect, default or breach by the Licensee or the Licensee's Employees and Visitors; and
 - (g) the Licensee will not permit or suffer any of the Licensee's Employees and Visitors to do any act, matter or thing which would be in breach of paragraphs 8(a) to (f).
9. The Licensee further agrees and undertakes that -
- (a) the Licensee will comply with all laws and other obligations relating to persons engaged or to be engaged by the Licensee to work with children in the Hall

including but without limiting the generality of the foregoing the Child Protection (Prohibited Employment) Act 1998 and the Commission for Children and Young People Act 1998;

- (b) the Licensee will cause all doors and other means of access to the Hall and Services to be securely fastened on all occasions when the Hall and Services are not being used by the Licensee;
 - (c) the Licensee will remove from the Hall any property belonging to the Licensee leaving the Hall clear and available for use by other persons on days or times when the Hall is not permitted to be used by the Licensee;
 - (d) the Licensee will promptly give notice to the Churchwardens of any accident to or defect or want of repair in any services to or fittings in the Hall or the Services and of any other circumstances likely to cause any danger, risk or hazard to the Hall, the Services or any person; and
 - (e) the Licensee will, on or before the Expiry Date, return all keys which it may have to the Hall and the Services to the Churchwardens.
10. If by reason of the Licensee's use of the Hall, the Property or any part thereof becomes liable to rating under the provisions of the Local Government Act 1993 or any Act replacing the same, the Licensee will within 7 days of notice from the Churchwardens, pay to the Churchwardens an amount equal to the rates assessed on the Hall, the Property or part thereof in any rating year or part thereof during the Licence Term.

Release and Indemnity

11. (1) The Licensee agrees to use the Hall, the Services and the Access Way at the risk of the Licensee and releases the Churchwardens and ACPT, to the full extent permitted by law, from all claims and demands of every kind in respect of, or resulting from, any accident, damage, theft, injury or death occurring in or on the Hall, the Services or the Access Way for which the Churchwardens or ACPT is or could become legally liable. The Licensee indemnifies the Churchwardens and ACPT against all actions, claims, demands, losses, damages, costs and expenses for which the Churchwardens or ACPT shall or may be liable in respect of or arising from the use by the Licensee or the Licensee's Employees and Visitors of the Hall, the Services or the Access Way.
- (2) Without limiting the generality of subclause (1) the Licensee acknowledges that any property stored from time to time in any storage space which forms part of the Services is stored at the risk of the Licensee, and the Churchwardens and ACPT are not liable for any damage, theft, loss or destruction thereof.

Licensee to effect insurances

12. (1) The Licensee must obtain and keep current during the Licence Term the following insurance policies -
- (a) a public liability insurance policy for an amount in respect of any single accident or event of not less than \$5,000,000 or such greater amount as the Churchwardens may require relating to the Hall, the Services and the Access Way indemnifying the Licensee in respect of the indemnity given by the Licensee to the Churchwardens and ACPT under clause 11 of this agreement; and
 - (b) where the Permitted Use is for any form of counselling or pre-school/kindergarten/child care centre, a professional indemnity insurance policy for an amount in respect of any single claim of at least \$2,000,000 or such greater amount as the Churchwardens may require in respect of any advice given by the Licensee or activities directed by the Licensee in or on the Hall.
- (2) The policies shall be with a reputable insurance office or company. The Licensee must provide to the Churchwardens, within 7 days of request, a copy of the policies effected pursuant to this clause and a certificate of currency in relation thereto.

Termination of agreement

13. (1) If any moneys payable by the Licensee to the Churchwardens under this agreement remain unpaid for more than 14 days after the date on which such moneys ought to have been paid, or if the Licensee commits, permits or suffers to occur any breach or default in the due and punctual performance of any other provision of this agreement, and where such breach or default is capable of rectification such breach or default is not rectified within 28 days of notice from the Churchwardens requiring such rectification, the Churchwardens may at any time thereafter terminate the Licence agreement by giving notice of termination to the Licensee.

(2) If ACPT or the Churchwardens receive any notice or other communication from a local government authority that the Permitted Use is prohibited or requires development consent under an environmental planning instrument or as a result of a changed existing use in terms of Part 5 of the Environmental Planning and Assessment Regulations 2000, the Churchwardens or ACPT may terminate this agreement by notice given to the Licensee.

(3) The Licensee may terminate this agreement at any time by giving 28 days written notice to the Churchwardens.

No Liability

14. No liability shall attach to a party by reason of the termination of the Licence pursuant to clause 13 but such termination is without prejudice to the rights of a party in respect of any breach or non-observance of any provision of this agreement by the other party occurring before such termination.

Notices

15. Any notice required or authorised to be given or served upon a party must be in writing and be signed by the party giving the notice. Such notice may be given by facsimile, post or hand to that party at its address or facsimile number referred to below or such other address or facsimile number as that party may notify to the other in writing -

- (a) if to the Churchwardens, at the address or facsimile number specified in **Item 2(b)**,
- (b) if to the Licensee, at the address or facsimile number specified in **Item 3(c)**.

16. Any notice will be deemed, in the absence of proof to the contrary, to have been received by the party to whom it was sent -

- (a) in the case of hand delivery, upon such delivery;
- (b) in the case of prepaid post, 2 business days after the date of posting; and
- (c) in the case of facsimile transmission, at the time of dispatch provided that the recipient confirms in writing that the notice has been received.

17. A notice shall be deemed to have been duly signed by the Churchwardens if signed by any 2 of the Churchwardens.

Entire Agreement

18. This agreement contains the entire agreement between the parties and will not be amended or supplemented except in writing signed by each of the parties.

Assignment

19. The Licensee may not assign its rights under this agreement without the prior written consent of the Churchwardens.

Costs, Taxes and Duties

20. The Licensee will pay the reasonable costs of the Churchwardens in the preparation and execution of this agreement (including all reasonable legal costs) and will pay all taxes and duties to which this agreement may be subject.

Change of Churchwardens

21. (1) The parties agree that if during the Licence Term or any period of holding over under this agreement -

- (a) 1 or more persons (“outgoing churchwardens”) cease to act as Churchwardens of the Anglican Church specified in **Item 2(a)**; and
- (b) 1 or more persons (“incoming churchwardens”) are duly elected or appointed to act as Churchwardens in place of the outgoing churchwardens; and
- (c) a notice signed by the Churchwardens and the incoming churchwardens is given to the Licensee advising the matters referred to in paragraphs (a) and (b),

then subject to subclause (2) the incoming churchwardens shall from the date of the notice be taken to have entered into this agreement as Churchwardens in place of the outgoing churchwardens.

(2) The parties acknowledge and agree that upon a notice under subclause (1) being given:

- (a) any rights exercisable by or benefits arising or that have arisen for the benefit of the outgoing churchwardens under or in respect of this agreement shall from the date of the notice be exercisable by and shall arise and be taken to have arisen for the benefit of the incoming churchwardens; and
- (b) the outgoing churchwardens remain liable for, and the incoming churchwardens have no liability for, any claim or demand of any kind arising under or in respect of this agreement as a consequence of any act or omission by the outgoing churchwardens prior to the date of the notice.

Executed by the parties as an agreement -

Signed by the Churchwardens
in the presence of -

Churchwarden

Witness

Churchwarden

Name (Please Print)

Churchwarden

Signed for and on behalf of the Licensee
by its attorney in the presence of -

Witness

Attorney

Name (please print)

Name (please print)

The common seal of the Licensee was
affixed by authority in the presence of -

Director/Secretary (cross out which is not applicable)

Director

Name (please print)

Name (please print)