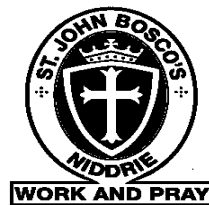


St John Bosco's Parish Hall- Booking Form



Event Details	
Type of event:	Number of people attending:
Date of event:	
Start time:	Finish time:

Event organiser	
Name:	
Address:	
Contact Number:	
Email Address:	
Are you a parishioner at SJB?	Yes/No

Fees and charges

The hall fee is \$120 per hour with a maximum of 5 hours, with a \$50 fee to help cover cleaning & maintenance costs of the hall.

Deposit of 20% of the fee & a \$100 bond must be paid to secure your booking date and time.

Hire agreement conditions –

1. The hirer is required to return the room to its original set up after event.
2. The hirer is required to ensure the room is left clean and tidy or the bond may be kept to cover the cleaning charge.
3. The hirer is liable for any repair or damage, or replacement of equipment caused during the event.
4. The hirer must ensure that guests do not enter the school grounds, except for children to play on playground (only during daylight hours). Children must be always supervised by an adult/s. In the event of any damage to school property, the hirer will be liable for clean/repair costs.
5. In the event of your event finishing past 11:00pm, please be mindful of noise for neighbours particularly as guests leave the venue. Council regulations stipulate 11.30pm silence.
6. Notification of cancellation of event less than 48 hours prior will mean a loss of deposit. Bond will be reimbursed.

Name :

Date:

Signed:

Office use
Notes: