

St. Mary's church of the Immaculate Conception Seymour

CONDITIONS FOR HIRE OF PARISH/SCHOOL HALL

1. Applications for use of the Parish/School hall are made by completing the Hall Hire Agreement supplied.
 2. A cash bond of \$100 must be deposited with the booking officer 14 days prior to the function and will be refunded in full provided that no damage is done to the hall and facilities, and the surrounding property is left clean and tidy. Loss of keys and alarm fob may entail replacement of locks and alarm fob and this will be at the discretion of the booking officer and is at the liability of the Hirer. Should any damage occur, the booking officer's assessment shall be final. Repairs will be organized and carried out by the parish and not by the Hirer. The Hirer undertakes to provide additional funds if the cost of repairs or cleaning exceeds the bond amount. Cleaning costs will be charged at \$100 per hour.
 3. Charges for the use of facilities must be paid at at least 2 weeks prior to the hire date, or, in the case of ongoing use, by arrangement with the booking officer. If a cancellation is made within 4 weeks of the date of hire any deposit paid shall be withheld.
 4. Nothing is to be attached in any manner to the walls, floors, curtains or any part of the buildings, nor shall signs, scenery etc be erected without the permission of the booking officer. No helium balloons are permitted.
 5. The right is reserved to refuse to let the facilities at the discretion of the booking officer, in which case all monies paid will be refunded.
 6. The Parish makes no warranty or representation to the Hirer about the condition of the hall or facilities or their suitability for the Hirer's purpose. Further, the Hirer acknowledges that they have inspected the facilities and warrants that the facilities are suitable for the Hirer's purpose. The Hirer is welcome to one free tour of the hall and facilities. Any further tours will incur a cost of \$30.00 per tour payable at time of tour.
 7. It is the responsibility of the Hirer to obtain any necessary permits from the relevant authorities as required for the planned activities. If entertainment is to be provided, it must be in keeping with the values and standards of the Parish/School. All programs must be submitted for approval prior to the hiring period.
 8. The Parish will not be responsible for the acts or omissions of contractors engaged by the Hirer. It is recommended that Hirers ensure all contractors (eg caterers) have public liability insurance.
 9. If kitchen facilities are to be used all appliances must be left in a clean and tidy condition. No food or drink may be left in the refrigerator and all bottles and rubbish must be removed from the premises. All external doors must be locked and alarm switched on. The Parish provides brooms, bucket and mop located in the disable toilet for cleaning purposes. The Hirer needs to provide his/her own cleaning products (eg detergents).
- Please stack chairs in groups of 6-8 and return to storeroom. Tables are also to be returned to storeroom. The storeroom is only to be used to access tables and chairs. Under no circumstances should the Hirer use any other equipment that may be located in the storeroom. A minimum charge of \$100.00 will be deducted from the bond if the storage area is left untidy. Children are not permitted in the storeroom.
10. Persons authorized by the Booking Officer shall at all times be entitled to free access to all parts of the building.

11. No sales of any kind are permitted without prior approval.
12. Sub-letting of facilities is not permitted.
13. In case of any disputes arising, the decision of the Parish Priest shall be final.
14. Noise (music etc) must be contained within the requirements of the City Council. Additionally, music must cease at midnight on Fridays and Saturdays and 10.00pm on Sundays to Thursdays. The hall and surrounding facility must be cleaned, vacated, and everyone off site by 1.00am Fridays and Saturdays and by 11.00pm Sundays to Thursdays.
15. The Hirer of the hall and guests are confined to the hall and its accompanying facilities and this does not extend to the school and playground.
16. The Hirer is aware the hall is in a residential area and that all persons attending the hall must refrain from any behavior which could be reasonably construed as disturbing the neighbors or infringing on a person's property and/or rights.
17. Under no circumstances shall liquor be sold until approval from the Booking Officer has been obtained and the necessary liquor permit is sighted at the time of obtaining the hall key and payment of the bond.
18. Normal liquor regulations apply. Alcohol is not to be served to guests under 18 years of age.
19. Approval for the consumption of alcohol may be withheld at the discretion of the Booking Officer.
20. Please note the school gate is open from 7.45am till 12.00 noon on Sundays for the use of people attending Church. Hall patrons are permitted to park in the Church car park or in the street after Mass, but not on the lawn or nature strip in front of the school. The Hirer is permitted to access the hall from 9.00am on the day of the function for setting up purposes only. The actual function can commence after Mass.
21. Strictly smoking is not permitted in the hall or on the school grounds. Cigarette butts left outside the hall or on the school premises will incur a cleaning cost.
22. The Hirer can collect the hall key from the Parish office on the Friday prior to the function between 9am and 4:30pm. The key must be returned to the Parish office by 4:30pm on the Monday following the function.
23. The Hirer must provide his/her own sound system. The school's sound and video system will not be available.
24. The Hirer will not have access to the stage area in the large hall.
25. The small hall holds a maximum of 60 people. This must not be exceeded.
26. The large hall holds up to 400 people. This must not be exceeded.
27. The Parish/School accepts no responsibility for private property left in the hall.
28. The Hirer must provide his/her own catering equipment such as plates, cups, cutlery, tablecloths, tea towels etc, as this is not provided by the Parish/School.

