



ST. LUKE CATHOLIC CHURCH

1 Ipswich Ct, Wantirna Vic 3152

Phone: 98018411

Email: Wantirna@cam.org.au

Website: www.stlukeswantirna.org.au

Hall Hire Form

DETAILS OF APPLICANT

Name (organisation or individual)

Address

Contact Information

Name

Mobile

Email

Home Phone

Business Phone

BOOKING DETAILS

Nature of Event

Event Date

Time From:

Time To:

Set up date

Time From:

Time To:

Est. Number of People

PAYMENT DETAILS: Cheque made payable to St. Luke's Church Account or EFT to the Church Account, BSB: 083 347 ACC: 63746 2683

Hire Fee:

Deposit:

Bond:

A deposit of 50% of total hall hire fee and the bond must be paid at the time of application. A balance of the hire fee must be paid within fourteen days prior to the event. The hirer may cancel its booking by written notice to the booking officer within fourteen days of the hire date. I have read and understood the Cancellation Fee stated in clause 2b.

I HAVE READ AND UNDERSTOOD THE CONDITIONS OF HIRE

Name _____

Signature _____

Date _____

OFFICE USE ONLY		
Forms returned		
Total Amount Due	Date Received:	Amount:
	Receipt Number:	
Confirmation Sent	Keys Collected:	Keys Returned:
Inspection Report		
Refund of Bond	Date:	Amount:
	Receipt Number:	
Signature of Hirer		
Signature of St Luke's Parish Representative		

ST.LUKE'S WANTIRNA PARISH CENTRE

1 Ipswich Court, Wantirna, Victoria, 3152. Telephone: 9801 8411. Email: wantirna@cam.org.au

Conditions of Hire

1. Application

- a. Applications for use of the Parish are made by completing the Hall Hire Agreement supplied.
- b. The bond must be paid at the time of application and will be refunded at the end of the hiring contract subject to clause 5.
- c. The right to accept or refuse the application is at the discretion of the Booking Officer.
- d. Hire fees, deposit and bond fees are available on request from the parish office.
- e. Hours of Hire: Monday to Saturday 10am to 10.30 pm. Sunday 11.30am to 5pm.

2. Cancellation

- a. The Hirer may cancel its booking by written notice to the booking officer at least 14 days before the hire date.
- b. All monies will be refunded to the Hirer upon receiving written notice of the cancellation less \$100 cancellation fee.

- c. The Booking Officer may cancel the booking by written notice to the Hirer at any time before the date of hire if the Booking Officer becomes aware that any event, good or service proposed to be held or provided by the Hirer is objectionable, dangerous, is prohibited by law or would be otherwise be detrimental to the Parish/ School.

3. Hirer's Liability

- a. The Hirer must pay a nominated bond upon acceptance by the Booking Officer of the Hirer's application.
- b. The Hirer must not do anything which may cause damage to the hall.
- c. Nothing is to be attached to the, floors, blind rails or sliding wall or any part of the building's exterior walls, nor shall signs, scenery etc be erected without the prior arrangements.
- d. Decorations can be attached to interior brick walls with use of blue tack, which must be removed at completion of event
- e. The bond will be refunded in full provided that no damage is done to the Hall and the surrounding property is left clean, tidy and in satisfactory condition.
- f. Should any damage occur, the Booking Officer's assessment shall be final.
- g. Should the Hirer lose the keys and replacement locks be necessary, liability for this cost will rest with the Hirer.

4. Disputes

In the case of any disputes arising, the decision of the Booking Officer will be final.

5. Condition of the Hall

The condition of the Hall should be left in the same condition as the Hirer found it noting:

- Chairs and tables must be packed away on the trolleys provided.
- All rubbish is to be removed from the Hall.
- Toilets are to be left in a clean condition.
- All lights, heating/cooling and electrical appliances switched off.
- All external doors are to be locked.
- **The closing checklist should be completed and signed by the hirer. Return the checklist along with the key.**

6. Use of the Hall

General

- a. The Hirer must not breach any of these Conditions of Hire.
- b. The Hirer is responsible to events and any risks that occur in the hire period.
- c. The Parish will not be responsible for the acts or omissions of contractors engaged by the Hirer.
- d. No sales of any kind are permitted without prior approval.
- e. Sub-letting of the Hall is not permitted.
- f. The Hirer is aware that the Hall is in a residential area and that all persons attending the Hall must refrain from any behaviour which could be reasonably construed as disturbing the neighbours or infringing on a person's property and/or rights.

- g. The Hirer of the Hall and guests are confined to the Hall and its accompanying facilities, this does not extend to any other property owned by the Parish/School.
- h. Guests are asked to park in the School car park or in the street. Parking on the lawn or nature strip is not permitted. The driveway must be kept clear at all time for emergency services, except for parking areas nominated as disabled parking.
- i. The Parish accepts no responsibility for private property left in the Hall.

Kitchen Facilities

- a. If Kitchen Facilities are to be used, all appliances must be left in a clean and tidy condition.
- b. No food or drink may be left in the Hall and/or facilities.
- c. All rubbish must be removed from the Hall by the hirer.

Planned Activities/Entertainment

- a. Any planned activities or entertainment must be submitted for approval prior to the hiring period.
- b. Entertainment that is not in keeping with the values and standards of the Parish will not be permitted.
- c. Noise must be contained within the requirements of the council and respect for neighbours. Music must cease at 10.30 pm.
- d. The Hirer shall, at their own expense, and/or when directed by the Parish Representative, arrange for police attendance.

Alcohol

- a. Approval for the consumption of alcohol will be given at the discretion of the Booking Officer.
- b. Under no circumstances shall liquor be sold.
- c. The Hirer is reminded that it is an offence to serve liquor to minors.

Smoking

Smoking is not permitted in the Hall.

In case of an emergency after parish office hours, please contact 0470 086 094.