



# ST. LUKE CATHOLIC CHURCH

1 Ipswich Ct, Wantirna Vic 3152

Phone: 98018411

Email: [Wantirna@cam.org.au](mailto:Wantirna@cam.org.au)

Website: [www.stlukeswantirna.org.au](http://www.stlukeswantirna.org.au)

## Permanent Hall Hire Form

### DETAILS OF APPLICANT

Name of organisation

Address

### Contact Information

Name

Mobile

Email

Home Phone

Business Phone

### BOOKING DETAILS

Nature of Event

Date(s) of Hiring

From:        /        /20                      To:        /        /20

Day of Hiring

Mon        Tue        Wed        Thurs        Fri        Sat        Sun

Time of Hiring

From:                      am/pm                      To:                      am/pm

Public Liability Insurance

Policy Expires:

### PAYMENT DETAILS

Hire Fee:

Bond:

Hire Fee to be paid by:    cash    cheque    EFT

Monthly    or                      *(please specify)*

The hiring fee to be paid monthly and the bond to be paid at the time of application. The hirer may cancel its booking by written notice to the booking officer within fourteen days of the hire end-date.

I HAVE READ AND UNDERSTOOD THE CONDITIONS OF HIRE

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

<b>OFFICE USE ONLY</b>		
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.
- 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. Availability: Monday to Saturday 10am to 10.30pm.

### 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 that 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 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.

#### 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.