



ST. LUKE CATHOLIC CHURCH

Wantirna
Member of Knox Deanery

Church 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: \$400.00

Deposit: \$200.00

Bond: \$200.00

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 as 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:	
Inspection Report		
Refund of Bond	Date:	Amount:
	Receipt Number:	
Signature of Hirer		
Signature of St Luke's Parish Representative		

ST.LUKE'S CHURCH WANTIRNA

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 Church 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.

2. Cancellation

- a. The Hirer may cancel its booking by written notice to the booking officer at least 14 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 to the Booking Officer upon acceptance by the Booking Officer of the Hirer's application.
- b. The Hirer must not do anything that may cause damage to the Church. No fixtures to be moved, no signs to be erected to either inside and outside of the building.
- c. The bond will be refunded in full provided that no damage is done on the interior or if surrounding property is left clean, tidy.
- d. Should any damage occur, the booking officer's assessment shall be final.
- e. 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. The Church

- a. The condition of the Church should be left in the same condition as the Hirer found it noting:
 - All rubbish is to be removed from the Church.
 - 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.
- b. The Hirer is responsible for the event and any risks that occur in the hire period.

4. Use of the Church

General

- a. The Hirer must not breach any of these Conditions of Hire.
- b. The Parish will not be responsible for the acts or omissions of contractors engaged by the Hirer.
- c. No sales of any kind are permitted without prior approval.
- d. Sub-letting of the Church is not permitted.
- e. The Hirer is aware that the Church is in a residential area and that all persons attending must refrain from any behaviour which could be reasonably construed as disturbing the neighbours or infringing on a person's property and/or rights.
- f. The Hirer of the Church and guests are confined to the Church, this does not extend to any other property owned by the Parish/School.
- g. 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.
- h. The Parish accepts no responsibility for private property left in the Church.

Kitchen Facilities

- a. If Kitchen Facilities are to be used, all appliances must be left in a clean and tidy condition.
- b. Food or drink may be served in the foyer.
- c. All rubbish must be removed from the Church by the hirer.

Smoking

Smoking is not permitted in the Church.

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