

Hall Hire

Application Form

CONTACT INFORMATION

Name of Hirer	
Hirer's Bank & Branch	
Hirer's Bank account number	
Postal Address	
Phone	
Mobile	
Email	

EVENT INFORMATION

Name of Event	
Day & Date of Event	
Event Start Time	
Event Finish Time	

All activity is to cease at 12.00 a.m. sharp

FACILITY REQUIREMENTS

I agree to abide by all the Terms and Conditions as laid down by the Saint Patrick's Catholic Church.

Signed: _____ Date: _____

TERMS & CONDITIONS

Fees

Hall hire: **\$300.00**

Bond: **\$200.00**

Bond & Deposit

The bond that is required for all bookings, including deposit and balance of fees to be deposited to the following:

Parish Bank Account: 02 0108 0358995-000 for RC Bishop of Auckland Panmure Parish Hall Account

- Please note when doing internet banking to include name and reference (e.g. Hall Hire John Smith).

- Please note that a non-refundable deposit of \$100 is required on all bookings with the balance to be paid in full two weeks before the event, including the bond. The bond will be refunded in most cases provided the venue is left in an approved condition, and the hire time is not exceeded once the hall is inspected and keys are returned.
- If the hirer has to cancel due to unforeseen circumstances, the deposit will be refunded on a case-by-case basis.

Hire Contract

- The hirer's contract must be signed by a person 18 years of age or over and returned to the booking representative at least 14 days prior to the function.
- Any booking is provisional until Saint Patrick's has received a copy of the contract and the required deposit.
- No candles, smoke machines, barbecues or spits are to be used inside the building. If a fire alarm is set off by the use of these items then a charge will be incurred.

Access

Access to the hall is to be negotiated with the booking representative.

Cleaning

All hirers must leave the hall in the condition they found it - bond may be kept back for this purpose or for damages.

Cleaning of the venue must be completed by the date/time requested by the booking representative.

- Tables must be wiped clean with equipment provided and returned to their original location
- Chairs stacked 8 high
- Floors to be swept and mopped when necessary.
- Wooden and tiled floors to be swept and wet mopped with warm soapy water only (dishwashing liquid to be used as the detergent).
- Toilets, urinals and hand basins to be cleaned
- All rubbish removed
- Hirer to provide own rubbish bags
- All windows and doors to be secured upon departure
- All lights turned off before leaving

Alternatively, hirers can elect to pay a standard cleaning fee of \$100.00

Emergency Procedures

Every hirer is required to appoint a fire warden and to be familiar with the procedure for evacuation of this facility in case of fire, and for following instructions of the appointed fire warden. The fire warden must ensure that all means of exit are checked twice during the hire period - once on entering and once during the course of the function. In case of fire, evacuate the facilities immediately and notify the fire brigade by calling 111.

It is the responsibility of the hirer to provide First Aid assistance to anyone injured during the term of hireage. The hirer is responsible for the provision of a cell phone for emergency purposes.

Liquor

- You are permitted to bring your own alcohol to the function for reasonable consumption. Alcohol may only be consumed responsibly and should not be supplied to minors as per the Alcohol Act 2013.
- Alcohol must not be consumed outside the premises and, if so, could result in the forfeiture of your bond.
- It is the responsibility of the hirer to maintain order at all times.

Decorations

If you wish to decorate the hall, this will need to be discussed with the booking representative at the time of booking.

Noise

NO MUSIC IS TO BE PLAYED BETWEEN 5.00 P.M. AND 6.30 P.M. ON SATURDAY EVENINGS DUE TO RELIGIOUS SERVICES.

Noise from amplifiers and loudspeakers must be kept to a moderate level at all times. Failure to comply with this condition may result in early closure of your function and/or a significant fine.

We have neighbours who live very close to the hall and your consideration in keeping noise to an acceptable level ensures mutual respect between them and the Parish Community. Any complaints regarding excessive noise and non-compliance of any of the above will result in non-refund of bond money and may jeopardise any future hall bookings you may wish to make.

Right of Refusal to Hire

Saint Patrick's Catholic Church may, at its discretion, refuse any application for hire.

Loss or Damage

Saint Patrick's Catholic Church accepts no responsibility for loss or damage to any property of the hirer or any guest or invitees' property which may be brought to the venue, whether within or outside the premises and does not provide any insurance cover for such property.

Any breakages and damages will result in forfeiture of the bond. The hirer will be liable for any additional costs incurred in remedying damage.

Supervision of Children

The hirer is responsible for ensuring all children are supervised at all times, including in bathrooms and surrounding areas.

PAYMENT REGISTER

Bond/Deposit	Date Paid :	Invoice No:
Bond Refunded	Date Refunded	

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