

HALL RULES & REGULATIONS

1. **USE OF ALCOHOL AND OTHER DRUGS:** No alcohol sold on the parish or school premises. All forms of substance abuse medication and drugs strictly prohibited
2. **HALL KEYS:** The Hirer is responsible for the collection of Hall key during Parish Office hours, Tue-Fri, 11am-2pm. The Hall key must be returned immediately at the conclusion of the hire via a slot next to the front door at the Parish Office.
3. **EVENING FUNCTIONS AT THE HALL:** All functions must end by 11.00 pm. Cleaning, lock-up and vacating the premises must be completed by 11.45pm.
4. **HALL EQUIPMENT:** All Hall tables and chairs are to be lifted off the floor, moved and stacked neat and tidy inside the storage room in the Hall.
5. **CLEANING AFTER FUNCTION:** The Hall and the school surrounds must be clean and tidy (this includes any kitchen facilities used, tables and chairs to be wiped clean, all floors (including kitchen and toilet areas) are to be swept and mopped).
6. **LIGHTS OUT & DOORS LOCKED:** All lights/heaters/kitchen appliances turned off at their relevant switches. All doors and windows locked by 11.45 pm
7. **NO SMOKING:** There is to be absolutely NO SMOKING inside the Hall or on the premises.
8. **FOOD & DRINK:** Food and drink must be consumed inside the Hall only.
9. **DECORATIONS:** No decorations whatsoever are to be placed on the walls, doors or ceilings.
10. **BREAKAGES:** The Hirer is responsible and expected to payfor any breakages/damages/vandalism in the Hall, Fr J McGrath Meeting Room, School buildings occurred during agreed booking time.
11. **RUBBISH:** All rubbish from the function is expected to be taken off the Church / School property including rubbish left outside the Hall building. Rubbish is expected to be taken home. Note, Church/School bins are locked.
12. **RESPONSIBLE BEHAVIOUR:** The Hirer is responsible for the people who attend them. Respectable behavior is expected at all times while on school and church property.
13. **EMERGENCY EXITS:** All emergency exits, fire hoses and fire alarm switches must be kept clear at all times.
14. **LOST KEYS:** Lost Hall keys must be reported as soon as possible to the Parish Office and a replacement set will be at the Hirer's expense.
15. **PROPERTY INSPECTION:** Property Caretaker will be notified of all functions booked and will inspect the Hall and school property after each function. Before Bond can be refunded the Hirer must agree to make a final inspection around the outside of the Hall straight after a day-time function or the next morning for an evening function. If the Hall is left in a reasonable condition and Hall equipment put away as required the bond will be returned.
16. **RIGHT TO REFUSE HIRER:** The Parish Office reserves the right to refuse any Hall hire application or refuse entry of any person or substance and may cancel/change bookings at any time.
17. **BOND:** All bookings require a \$200 bond. Cleaning, late vacation, or any other costs incurred due to disobedience will be taken from the bond and future bookings cancelled for the hirer.

By signing this form you agree to the above conditions:

Date: _____ **Function Times:** _____

Name of Hirer (Please Print) _____ **Signature;** _____

Address: _____

Tel. No. _____ **Email:** _____

Parish Office Only

Pre Function Details:

Booking Date _____ Time Requested _____

Name of Hirer _____ Tel No _____

Payment of Hall Hire including bond if needed: \$ _____ Method of Payment _____

Name of Staff approved: _____

Staff Signature: _____ Date _____

Post function:

Date of FINAL Inspection: _____ Inspected By: _____

Total \$ withheld: _____

Reason withheld: _____

Staff Name: _____ Staff Signature: _____

Hirer Signature: _____