

ST THOMAS MORE'S HALL – CONDITIONS OF USE

GENERAL: The hall *is* available free of charge for church and school functions provided all care is taken to keep the hall clean and tidy. Breakages and damage must be paid for by the individual groups. These have preference over other hall bookings provided they do not clash with regular bookings or prior confirmed bookings.

RULES OF USE OF THE HALL:

1. Bookings made at the parish office during business hours.
2. Public bookings confirmed only on payment of hiring charge/bond and the issue of a receipt.
3. Keys collected from parish office during business hours either day before hire or on Friday before 3pm if a weekend booking. Strictly NO access permitted for weekend bookings until after 4pm of the Friday before.
4. **All noise must be kept to a minimum and must be reduced at 10pm. (Council & Dept of Environment & Heritage instructions) and cease at midnight. Loud DJs and Rock Bands are not permitted. Children to be supervised at all times. Access to Playground equipment in school yard strictly forbidden.**
5. No food or drink allowed on the carpeted area. No decorations on walls or ceiling. Pots are provided outside the side doors for the use of smokers. **NO SMOKING IN HALL OR WITHIN 4 METRES OF ANY ENTRY DOORS.**
6. **Damage to the hall floor may carry consequences for bond repayment. PLEASE DO NOT DRAG FURNITURE ACROSS THE FLOOR.**
7. Hall to be cleaned at conclusion of hire with equipment and detergent supplied in the hall.
 - **chairs and tables (upside down) to be stacked and returned to the back of the hall. PLEASE DO NOT DRAG TABLES AND CHAIRS ACROSS THE POLISHED FLOOR.**
 - floor swept and washed if necessary
 - utensils washed, dried and returned to the correct place in the cupboards.
 - kitchen cleaned - washed if necessary
 - bins emptied, washed and left draining
 - all rubbish, bottles etc to be removed - bins & drums for bottles at rear of hall
 - all lights to be turned out
 - windows and doors locked
 - any missing items from the hall must be replaced or paid for
8. Keys returned to parish office on next day of business
9. Deposit returned following inspection of hall
10. All breakages and damage to be paid for. If hall is not satisfactorily cleaned then a minimum charge of \$50 will be made for the first hour of cleaning and \$20 per hour there after.
11. If a cancellation occurs 14 days or more before the date of hiring then all monies will be refunded. A cancellation occurring less than 14 days before the hired date will result in a 75% refund of hiring charge and 100% refund of deposit.
12. Regular bookings of a minimum of two (2) hours per session must be paid quarterly in advance.
13. **The hirers of the hall shall be responsible for the conduct of all persons in and around the hall during the period of their hire including contractors engaged by the hirers and shall indemnify the owner of the hall against all claims of any kind by or on behalf of any person whether based on negligence or otherwise. The hirers shall also be responsible to contact Toowoomba Regional Council about any required food licences if food is being prepared on the premises. If any of the conditions of the hall are not adhered to the bond will be forfeited.**

The conditions of hall hire are understood and accepted:

Signed: _____ Date: _____ Date Hall Booked: _____