

St Thomas More's Parish

Hall Hire Agreement

Phone: 07 4635 9555

Email: stthomasmoresparish@twb.catholic.org.au

Office Hours: Secretary Wed -Thurs 9am-3pm

Co-Ordinator: Tues-Fri 9am-3pm

Priest Director: Fr. Michael O'Brien



Hall Hire information

\$250 Daily Rate (GST Included)

\$50 Kitchen Hire (includes use of cutlery & crockery)

\$250 Security Deposit (refunded back once keys are returned and hall inspected)

There are 100 chairs and 20 tables measuring 1800mm X 750mm

The kitchen has crockery and cutlery for 100

Keys are to be picked up either the Thursday or Friday before weekend booking or day of for weekday bookings.

Once form is filled out and returned we will send an invoice for payment Please provide bank details for Security deposit refund to be processed.

If you would like to inspect the hall before hire please call the office to make an appointment for this.

Please tick what applies to your booking

Daily Rate

Kitchen Hire



St Thomas More's Parish

Hall Hire Agreement

Phone: (07) 4635 9555

Email: stthomasmoresparish@twb.catholic.org.au

Office Hours: Secretary Wed -Thurs 9am-3pm

Co-Ordinator: Tues-Fri 9am-3pm

Priest Director: Fr. Michael O'Brien

1. This agreement is made between St Thomas More's Parish ("parish") and _____ ('hirer')

2. The parish agrees to allow the hirer use of Parish hall during the times set out below:

3. The hirer agrees to pay the Parish the sum of \$250 (deposit) plus \$_____ inc GST for use of the Parish Hall. **Cash, Eftpos, direct debit St Thomas More's Parish BSB: 064 786 Acc: 100018842.**

4. The Hirer agrees to operate under and abide by the Diocese of Toowoomba Safeguarding Policy for Children and Adults at Risk. (copy of policy is available on request)

5. The Parish is not liable to the hirer for any loss suffered by the hirer arising out of the Hirer's use of the Parish Hall.

6. The Hirer indemnifies the Parish from and against all claims, demands, actions, costs, and expenses arising out of, in connection with or caused by the Hirer's use of the Parish Hall.

7. Where the Hirer has hired the hall and has received financial reward or benefit from such hire (for example in the case of a business), the Hirer agrees to effect public liability insurance for an amount of not less than \$10 million per occurrence and to provide a Certificate of Currency to the Parish prior to commencement of the hire period. The Hirer agrees to keep the policy in force for the duration of the hire period.

8. The Hirer agrees to reimburse the Parish for full cost of repairing any damage caused to the Parish Hall, its facilities and any other property owned by the Parish.

9. The Hire agrees to notify the Parish of all injuries or damage arising out of the Hire's use of the Parish Hall within 7 days of becoming aware of the injury or damage.

10. The Hirer acknowledges the receipt of the Conditions for Hire of the Parish Hall and agrees to those conditions.

Signed for the Hirer

Please Provide Bank details for Deposit Refund

Name: _____

BSB _____

Address: _____

Account Number _____

Email _____

Account Name _____

Phone _____

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
 - 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. (can be put in the Drop Box at the Parish Office)
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 licenses 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:**_____