

## CONDITIONS FOR USE OF ST. FRANCIS XAVIER PARISH HALL



- PRIORITY:** St Francis Xavier School and Parish have preference
- BOOKINGS:** Bookings are to be made with the Principal/School Office on 9435 8474  
Due to the hall being in a residential area and the restrictions on noise, bookings for teenage, eighteenth and 21<sup>st</sup> birthdays, ***WILL NOT BE ACCEPTED.***
- COST:** \$300 per night (or \$200 for current school families) payable when the keys are obtained. An additional deposit/bond of \$500 must be made when the booking is confirmed. (Only Cash/EFT/ Credit Card will be accepted). This deposit/bond will be returned within 3 working days when the keys are returned and provided the hall is left in a clean and tidy state. Principal is to make final inspection.
- Casual rates apply for all other times except Friday & Saturday nights. Casual rates are \$50 per hour (or \$30 for current school families). All rates include GST.
- KEYS:** Arrangement to be made with Office for the pick-up and return of the keys.
- SETTING UP:** Access is to be determined with the Principal. No loud music should be played during the setting up period.
- DECORATIONS:** No adhesive tapes/adhesives/blu tack of any kind are to be used. Nothing must be attached to the walls.
- CONCLUSION:** Due to **Council Regulations**, all music is to cease by midnight and the hall is to be vacated by 12.30am. Guests should be requested to leave quietly so as not to disturb the local residents, a number of whom are families.
- All rubbish is to be removed from the premises by the user. School bins are not to be used. Failure to remove rubbish or adhere to finish times will result in forfeiture of the bond.**
- All lights, air-conditioning, windows, doors must be switched off/closed/secured prior to exiting the Parish Hall.
- KITCHEN FACILITIES:** The facilities are to be maintained at the highest level of hygiene and safety. The kitchen is **not** to be used as a dressing/changing room.
- TOILETS:** The toilets are to be left in a clean state and inspected before you leave the hall to ensure that all taps are turned off and that all toilets are properly flushed.
- SCHOOL YARD:** The school yard is **not available** for entry or car parking. The Parish car park off Mayona Rd. may be used.
- Users are **not** permitted to use either of the adventure playgrounds/oval/basketball courts etc due to school insurance conditions.
- INSPECTION:** The Principal will arrange for an inspection prior to the refund of the \$500 bond. All rubbish must be removed from the premises by the user. Any damage should be

reported by the user to the Principal. Floors must be swept using the mop/sweeper/vacuum cleaners provided. Toilet facilities must be left clean.

**CANCELLATIONS:** Must be made a month in advance or the deposit will not be funded.

**BANKING DETAILS:** Account Name: St. Francis Xavier Primary School

**BSB:** 083 347 **ACCOUNT NUMBER:** 531260653

*Jo Nolen - Principal – St. Francis Xavier School Montmorency.*

**APPLICATION FOR THE USE OF ST. FRANCIS XAVIER PARISH HALL**

**PROPOSED DATE/S OF HIRE:** \_\_\_\_\_

**PROPOSED TIME/S OF HIRE:** \_\_\_\_\_

**PROPOSED PURPOSE OF HIRE:** \_\_\_\_\_

**CONTACT DETAILS OF HIRER:**

**NAME OF HIRER:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **MOBILE:** \_\_\_\_\_

**SECONDARY CONTACT DETAILS (If we are unable to contact first point of contact)**

**PHONE:** \_\_\_\_\_ **MOBILE:** \_\_\_\_\_

Attached please find:

1. Bond (Fully refundable if the premises is left within the conditions listed above)
2. Cheque for hire of premises/Receipt of EFT Payments

**Please note:**

The alarm and security system on the Parish Hall will be remotely turned off and turned on for you according to the dates and times listed on this application. Please accurately state times of use (entry and exit times). A security patrol will be sent if the hall hirer goes beyond the times listed above. This cost of this patrol will be deducted from the bond.