

**ST BRIGID'S PARISH HALL 378 NICHOLSON STREET NORTH FITZROY VIC 3068**

**Bookings: Paula Marcolin Telephone: 0417 534 352**

- BOOKINGS:** Will not become effective until a **\$300.00** bond deposit has been paid. Cancellation of a booking automatically means forfeit of the deposit. The hall capacity is 350 people. This number is to be respected.
- HIRING FEE:** The standard fee for your booking is **\$1,000** per day (plus 10% GST ) or **\$100** per hour. The bond (**\$300**) required to hold the date and it is returned if the conditions of the hall hire are met and meets with the satisfaction of the member of the Parish Committee who oversees the hall. The side room (known as the dance room) if required, is an extra **\$200.00** per day.
- FULL PAYMENT:** Full payment must be made when the keys are collected as per booking arrangement. The keys must be left on the hook inside hall at the end of the function.
- DECORATION:** In decorating the Hall, **no nails, screws, staples, thumb tacks or adhesive tape are permitted for attaching balloons, streamers etc. to the walls.** Only existing wall hooks and “**blue tak**” may be used. When using candles, take care not to spill candle wax on the floorboards. Dispose of chewing gum correctly in the bin, not under tables, chairs or on the floor.
- CHAIRS:** **Chairs must not be dragged on the floor – use trolleys. The chairs are to be stacked and in lots of 8 chairs. They are to be housed in the store room off the hall together with tables. They are to be returned in the same manner as they are found. PLEASE USE THE TROLLEYS TO MOVE THE STACKS OF CHAIRS. DO NOT DRAG CHAIRS!**
- LIQUOR LICENSE:** It is the hirer's responsibility to obtain a liquor license, where necessary and to produce it when collecting the key.
- FOOD SAFETY:** It is the hirer's responsibility to assure food safety handling and rules are followed.
- FOOD TRUCKS:** **Food trucks (or similar) are not permitted on the premises at any time. All food and drink services are to be carried out within the hall walls.**
- TIME LIMIT:** The function must be terminated and the Hall vacated no later than **1.00am**
- LIGHTS:** **All lights must be turned off before leaving:-** (a) inside the Hall (b) outside the Hall (c) toilets
- CLEANING:** (a) All rubbish must be placed in the large bin on the Parish grounds, if rubbish does not fit it is the organiser's responsibility to dispose of the rubbish  
(b) Hall must be swept clean at all times and mopped if drinks and food spillages have occurred.  
(c) Kitchen must be mopped. Benches, stoves, fridges and sink left clean.  
(d) Tables and Trestles are to be **stacked properly** in the area from which they were obtained.  
(e) Toilets are to be left clean.  
(e) Area outside Hall must be left clean. **Cigarette butts, cans, bottles, serviettes and other rubbish found outside Hall will result in loss of bond.**
- CAR PARKING:** **Cars are parked at owner's risk.** It is the responsibility of the Hirer to make sure that cars are parked in a proper manner without obstructing other vehicles or property. Parking spaces are not guaranteed at any given time.  
**RESPONSIBILITY:** The person who signs for the hire of the premises and/or the group, he/she represents is fully responsible and liable for any damage or complaints that may occur to the premises during the course of the hire.
- NOISE** As the Parish is in a residential area, noise, in particular music, must be at a reasonable level at all times. Furthermore, prohibited times for noise - Monday to Thursday before 7 am and after 10 pm., Friday before 7 am and after 11 pm., Saturday and public holidays before 9 am and after 11 pm. and Sunday before 9 am and after 10 pm.

**ADVERTISING**

**AND PUBLICITY** At no time can any publicity or advertising be left in the hall . We would also like to emphasize that the Parish is of Catholic denomination, and as such expects hirers to be respectful of the Catholic ethos.

***PLEASE NOTE: FUTURE BOOKINGS MAY BE REFUSED WHERE CONDITIONS ARE NOT MET***

**BANK DETAILS TO DIRECT DEPOSIT: NAB – bsb: 083 347 – account no. 687368097**

I/we hereby agree to comply in all respects with the above conditions.

**Name and Surname of Hirer:.....Signature:.....**

**(on behalf of.....)**

**Address in full:.....**

**Telephone number: (h).....(w).....Date of function .....**

**Cost of hire for the 1 day \$1,000.00**   
**Cost of hire per hour - \$100.00 – No. of hours**