

- BOOKINGS:** Will not become effective until **\$300** deposit has been paid.  
Cancellation of a booking automatically means forfeit of the deposit.
- HIRING FEE:** The standard fee is \$.....plus **\$300**...bond. The bond is returnable if the condition in which the Hall is left meets with the satisfaction of a member of the Parish Committee.
- 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 may be used.  
When using candles, take care not to spill candle wax on floor. Dispose of chewing gum correctly in bin, not under tables, chairs or on the floor. **Chairs must not be dragged on floor – use trolley.**
- FULL PAYMENT:** (Including Bond) 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.
- LIQUOR LICENCE:** It is the hirer's responsibility to obtain a liquor licence, where necessary and to produce it when collecting money.
- FOOD SAFETY:** It is the hirer's responsibility to make assure food safety rules are followed.
- 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
- CLEANING:** (a) **All rubbish must be placed in the bins provided.**  
(b) **Hall must be swept clean.**  
(c) **Kitchen must be mopped and benches, stoves and sink left clean.**  
(d) Tables and Trestles are to be **stacked properly** in the area from which they were obtained.  
Chairs should be **stacked properly** in their original position at the back of the Hall.  
**PLEASE USE TROLLEY TO MOVE STACKS.**  
(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 owners 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.
- 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 that may occur to the premises during the course of the hire.

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

.....  
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.....

