

ST BRIGID'S PARISH - HALL BOOKING FORM
378 NICHOLSON STREET, NORTH FITZROY VIC 3068

For bookings contact: [Paula Marcolin - 0417 534 352](mailto:Paula.Marcolin@stbrigid.org.au)

- BOOKINGS:** Will not become effective until a **\$300** 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 a full day is **\$1000** per day (plus 10% GST) plus **\$300** bond. Alternatively the hire per hour is **\$100**. The bond 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** 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 or on any other space.** Only existing wall hooks and “**blu tack**” 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 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 LICENCE:** 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 terminate and the Hall vacated no later than **1:00am**.
- LIGHTS:** **All lights must be turned off before leaving:**
1. Inside the hall
 2. Outside the hall
 3. Toilets

- CLEANING:**
1. All rubbish must be placed in the bins provided, if rubbish does not fit it is the organiser's responsibility to dispose of the rubbish.
 2. Hall must be swept clean at all times and mopped if drinks and food spillages have occurred.
 3. Kitchen must be mopped. Benches, stoves, fridges and sink left clean.
 4. Toilet area must be left in a clean condition.
 5. Tables and Trestles are to be **stacked properly** in the area from which they were obtained.
 6. 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 that may occur to the premises during the course of the hire.

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

BANK DETAILS:

Bank:	National Australia Bank
BSB:	083 347
Account No.	687 368 097

I/We hereby agree to comply in all respects, with the mentioned hall conditions above

DETAILS

Full name of hirer:	<input type="text"/>
Signature:	<input type="text"/>
on behalf of:	<input type="text"/> <i>(Write/type name of group)</i>
Address in full:	<input type="text"/>
Phone number:	<input type="text"/>
Email address:	<input type="text"/>
Date of function:	<input type="text"/>

Please send this form (filled out) to **Paula Marcolin – stbrigidsparrishhall@gmail.com**