

**1.**

Applications for use of the Xavier Centre must be made in writing on the form supplied.

**2.**

A bond of \$1000 must be deposited with the booking officer prior to the function and will be refunded in full provided that no damage is done to the hall and facilities, and the surrounding property is left clean and tidy. Loss of keys may entail replacement of locks and this will be at the discretion of the booking officer and is at the liability of the Hirer. Should any damage occur, the booking officer's assessment shall be final.

**3.**

Charges for the use of facilities must be paid at the time of making the booking, or, in the case of ongoing use, by arrangement with the booking officer.

**4.**

Nothing is to be attached in any manner to the walls, floors, curtains or any part of the buildings, nor shall signs, scenery etc be erected without the permission of the booking officer.

**5.**

The right is reserved to refuse to let the facilities at the discretion of the booking officer; in which case all monies paid will be refunded.

**6.**

The Xavier Centre makes no warranty or representation to the Hirer about the condition of the hall or facilities or their suitability for the Hirer's purpose. Further, the Hirer acknowledges that they have inspected the facilities and warrants that the facilities are suitable for the Hirer's purpose.

**7.**

It is the responsibility of the Hirer to obtain any necessary permits from the relevant authorities as required for the planned activities. If entertainment is to be provided, it must be in keeping with the values and standards of the Xavier Centre. All programs must be submitted for the approval prior to the hiring period.

**8.**

The Xavier Centre will not be responsible for the acts or omissions of contractors engaged by the Hirer. It is recommended that Hirers ensure all contractors (eg caterers) have public liability insurance.

**9.**

If kitchen facilities are to be used all appliances must be left in a clean and tidy condition. **Left over food, drink, bottles and rubbish must be removed from the premises. No garbage is to be placed in the Parish house bins.** Please stack chairs in groups of 3 and place against the side walls of the Hall making sure that they are not flush with the wall as they cause damage to the plaster. The carpet is to be vacuumed and vinyl areas swept and mopped. Toilets must be left in a clean and tidy condition.

**10.**

All lights, air conditioning and heating is to be switched off and all exit doors and windows must be secured.

**11.**

Persons authorized by the booking officer shall at all times be entitled to free access to all parts of the Xavier Centre.

**12.**

No sales of any kind are permitted without prior approval.

**13.**

Sub-letting of facilities is not permitted.

**14.**

In case of any disputes arising, the decision of the Parish Priest shall be final.

**15.**

Noise (music etc) must be contained within the requirements of the City Council.

Music must cease: Monday—Thursday at 10.00 pm, Friday at 11.00pm, Saturday and Public Holidays at 11.00pm and on Sundays at 10.00pm

**16.**

The Hirer of the Xavier Centre and guests are confined to the hall and its accompanying facilities.

**17.**

The Hirer is aware the Xavier Centre is in a residential area and that all persons attending the Xavier Centre must refrain from any behaviour which could be reasonably construed as disturbing the neighbours or infringing on a person's property and/or rights.

**18.**

Under no circumstances shall liquor be sold until approval from the booking officer has been obtained and the necessary liquor permit is sighted at the time of obtaining the Xavier Centre key and payment of the bond.

**19.**

Normal liquor regulations apply. Alcohol is not to be served to guests under 18 years of age.

**20.**

Approval for the consumption of alcohol may be withheld at the discretion of the booking officer.

**21.**

Smoking is not permitted in the hall.

**22.**

The two Parish car parks are available (space permitting). Parking is not allowed between the hall and the parish house or the backyard of the parish house. However, food etc may be dropped off or collected using the parish house driveway, then the area must be left free of vehicles.

**23.**

The Hall key is to be picked up from the Parish Office during office hours ie 9 am to 4 pm Monday to Friday and returned during the working hours immediately following the function. The Parish Pastoral Staff (including the Priest) are not responsible for letting hirers in and out of the hall.

**24.**

St. Francis Xavier Parish accepts no responsibility for the private property left in the Xavier Centre.

**25.**

No Spit roasts or beer barrels to be brought into the premises.

**26.**

No confetti or rice is to be used in or around the premises.

**27.**

No ball games allowed inside.

**28.**

The use of "Blu Tack" is permitted on the painted walls. No sticky/masking tape is allowed.

**29.**

The hall is not available for 18th and 21st birthday parties.

**HIRING COSTS**

The cost of hiring the hall and kitchen facilities for an evening function is \$500 plus GST. This includes up to 5 hours hire.

\$50 per hour plus GST for an evening meeting.

\$45 per hour plus GST for a day time meeting.

\$5.50 per table cloth plus GST for hire of table linen.

A Bond of \$1000 is payable 5 days prior to the function. (St Francis Xavier Parishioner's bond will be reduced to \$500.)



**St Francis Xavier Parish  
Frankston**

*Conditions of Hire  
of  
St Francis Xavier Centre*

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