

Hall Hire Conditions

- Please ensure the information on this sheet is shared with the people helping you with your function.**
- Please ensure your guests and their cars do not impede Saturday evening or Sunday church services. Please do not play loud music during this time.
- Approval must be obtained before decorating the hall. No decorations can be attached to ceiling, walls, floors or ceiling fans. Table decorations are best. Balloons must be secured by a weight so they don't damage the ceiling fans.
- Please do not drag tables, chairs or anything else across the floor.
- The little house area is NOT a part of the hall hire. If your children use the equipment, they **MUST** be supervised by an adult at all times. If any equipment is damaged, the cost of repairs will be taken from your bond.
- All floors are to be swept & washed after function.
- All rubbish to be placed into green bin in the car park. If bin is full please leave rubbish neatly stacked in garbage bags inside the hall. If your guests leave rubbish outside you must clean it up.
- Clean kitchen benches, stove, sink & microwaves.
- Please bring your own tea towels. If you use tea towels from drawer, please leave them in the kitchen so they can be washed. Please DON'T take them home.
- Please ensure fridges are empty at end of function
- All chairs are to be stacked 10 high and replaced as you found them.
- All tables to be placed neatly away. All tables are to be wiped over before you pack them away. Chewing gum and tape **MUST** be removed from the tables before you pack them away. The round tables go **BACK to BACK & FRONT to FRONT**. This will keep them from being scratched.
- Toilets must be cleaned thoroughly.
- All doors and windows must be closed. All lights, fans and heaters must be turned off.
- Smoking and open fire is prohibited in the hall at all times.
- The hall is to be used only at approved times and noise is to be kept at a reasonable level.
- Please lock the gate when you leave.

If there is any damage to the hall including broken tables or chairs please inform the Parish Office on 9603 7373 or 0434 705 176 immediately.

Failing to comply with these rules means you will lose your bond.

THANK YOU