

## Application for the hire of the Fr Albert McKeogh Memorial Hall

Name			
Organisation/ group name			
Address			
Phone			
Email			
Purpose of function			
Date of function		Starting time of function	
Preparation time required		Number of people attending	
Will alcohol be consumed		Permit from police must be attached	
Name & contact details of security company			

<b>Method of payment</b>
Cash/cheque/credit card at the parish office
EFT: BSB: 066711; Account: 002237; Ref: Surname

Hall hire fee	
Bond	
Total Payable	
Deposit paid	
Bond paid	
Balance paid	
Bond refunded	

**PLEASE NOTE:**

- The Hall Hire fee for a function is \$500. This includes 2 hours preparation time.
- The non refundable deposit (\$100) must be paid at the time of booking the hall. The hall hire fee balance must be paid 2 weeks before the function.
- On Saturday evening your function cannot begin until 6.30pm because Mass commences at 6pm.
- If alcohol will be consumed at your function, you must obtain a liquor online at [www.police.nsw.gov.au/online\\_services/party\\_safety/register\\_my\\_party](http://www.police.nsw.gov.au/online_services/party_safety/register_my_party). A copy of the permit must be submitted to the parish office prior to your function.
- If your function is for an 18th or 21st birthday party, you must hire a security guard and submit the details to the office prior to the function. For other functions the need for security will be requested at the discretion of the parish priest.
- The hall Bond is \$400. The bond will be withheld if any damage is caused to the hall. It will also be withheld if you do not clean up after your function. The bond must be paid when you collect the keys before the function. The bond will be refunded when the keys and air conditioner remote control are returned to the parish office. If the bond is paid by credit/debit card, it can automatically be refunded onto the same card. Otherwise you must submit your bank account number for the bond refund.
- The keys are to be collected from the parish office on Friday morning and returned the day after the function.
- We accept payment by cash, cheque, EFT, debit/credit card.

I have received a copy of CONDITIONS of the Hall Hire & agreed to follow those stated.

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ (Hall Committee)

Hall Inspection done by: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

If you pay the bond by credit card, it can be automatically refunded to your credit card. Otherwise it will be refunded by Electronic Funds Transfer. Please provide your bank details:

Name of Account: \_\_\_\_\_

BSB: \_\_\_\_\_ Account No: \_\_\_\_\_

## 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 and playground area is NOT a part of the hall hire. Do not allow your children to go into the fenced area. 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 the skip 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 air conditioners 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**