

**ONE-OFF HIRE**

**St Peter Chanel & St Joseph Parish,  
Berala**

*Parish Office: 60 Kingsland Road, Berala 2141*

*Hall Address: 62 Kingsland Road, Berala 2141*

*E-mail: info@stpeter-stjoseph.org.au*

*Telephone: 9644 7787 Fax: 9644 2861*

*Hall Manager: Charlie Scully - 0402 071 849*

1. This Agreement is made between: St Peter Chanel & St Joseph Parish

and \_\_\_\_\_ (“Hirer”)

2. The Parish agrees to allow the Hirer use of the Jubilee Hall at 64 Kingsland Rd, Berala on

(Date) \_\_\_\_\_

Starting time: \_\_\_\_\_ Finishing time: \_\_\_\_\_

Purpose of Hire: \_\_\_\_\_ (eg. Birthday Party, Wedding Reception)

3. The Hirer agrees to pay the Parish the sum of **\$600** for use of the Parish Hall. Plus bond of \$600. (Bond will be returned after the hire period and when all hire conditions have been met). The key can be collected from Charlie Scully, the day of the booking. You will need to contact him a couple of days before the booking to organise key collection. Payment can be made via direct deposit to: **St Peter Chanel & St Joseph, Berala BSB: 062784 Account Number: 10000214**. Please email us copy of remittance once payment has been made.

If you wish to set up the hall night before, provided that the hall is available, you may book it at a reduced rate of \$300.

4. The Parish is not liable to the Hirer for any loss suffered by the Hirer arising out of the Hirer’s use of the Parish Hall. The Hirer releases the Parish from any claims, demands, actions, costs and expenses arising out of, in connection with or caused by the Hirer’s use of the Parish Hall.
5. The Hirer indemnifies the Parish from and against all claims, demands, actions, costs and expenses arising out of, in connection with or caused by the Hirer’s use of the Parish Hall.
6. The Hirer agrees to effect public liability insurance for an amount of not less than \$10 million per occurrence and to provide a Certificate of Currency to the Parish prior to commencement of the hire period. The Hirer agrees to keep the policy in force for the duration of the hire period. (unless the Parish exempts the Hirer).
7. The Hirer agrees to reimburse the Parish for the full cost of repairing any damage caused to the Parish Hall or facilities during the hire period.
8. The Hirer agrees to notify the Parish of all injuries or damage arising out of the Hirer’s use of the Parish Hall within 7 days of becoming aware of the injury or damage.
9. The Hirer agrees to abide by the conditions set out in the **attached** Conditions for Hire of the Parish Hall.

Signed by the Hirer/ Signed by a duly authorised office of the Hirer:

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Name: \_\_\_\_\_

Address: \_\_\_\_\_

E-Mail address: \_\_\_\_\_

Contact phone number: \_\_\_\_\_ Date: \_\_\_\_\_

Signed by the Parish Priest or representative for the Parish:

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Name: \_\_\_\_\_

Address: \_\_\_\_\_ 60 Kingsland Rd, Berala NSW 2141 \_\_\_\_\_

Date: \_\_\_\_\_

## CONDITIONS FOR HIRE OF PARISH HALL

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1. Applications for use of the Parish Hall must be made in writing on the form supplied.
2. **A bond of \$600 must be deposited** with the booking officer prior to the function 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. **Keys can be collected no earlier than 8.00am the day of hire.**
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. If the Hirer cancels the booking 4 weeks prior to event, the Parish will retain the 25% of the Hall Hire Fee as a cancellation fee. If the Hirer cancels the booking within two (2) weeks prior to event commencement, the full venue hire amount is payable.
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 Hirer must not knowingly use the Parish Hall or any part of the Parish Hall for any purpose which is inconsistent with the teachings of the Catholic Church. This Hire Agreement will be terminated if the Hirer is using or has used the Parish Hall or any part of the Parish Hall for any purpose which is inconsistent with Catholic teachings.
6. 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.
  - a. Exclusions - The following are not part of the hire: projector, projector screen
  - b. Inclusions – The following are part of the hire and may be used by the Hirer: tables, chairs, sound system, fridge, stove, urn, kettle, ceiling fans & heaters. (Please note that the hall does not have air conditioning).
7. The Parish 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.
8. 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 Parish. All programs must be submitted for approval prior to the hiring period.
9. The Parish 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.
10. If kitchen facilities are to be used, all appliances must be left in a clean and tidy condition. No food or drink may be left in the cool room and all bottles and **all rubbish must be removed from the premises and the hall tidied up no later than 8.00am the day after the booking.**
  - a. If the hall is not cleaned up by 8.00am the day after the booking, another day's hire will apply.
  - b. The skip bin it is available for use for an extra fee of \$130. Contact Charlie on 0402 071 849 to advise if you will be using the skip bin. Please stack chairs in groups of 10 and return to the back of the Hall. Toilets must be cleaned and swept. All external doors must be locked

11. Persons authorised by the booking officer shall at all times be entitled to free access to all parts of the building.
  12. No sales of any kind are permitted without prior approval.
  13. Sub-letting of Parish Hall or any 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. Additionally, music must cease at midnight on Fridays and Saturdays, 10.00pm on Sundays, and 11.00pm on all other days.
  16. Hire during weekends: **Saturday booking must be between 10.00am-4.00pm (the carpark must be vacated by 4.00pm to allow parishioners access for the 5.00pm Vigil Mass) or 7.00pm-midnight. Sunday bookings must start at 12.00pm (to allow parishioners to vacate after the 10.00am mass).**
    - a. Setting up: You are able to access the hall at an earlier time in order for you to set up and decorate prior to the event/booking. **However, you are not able to set up while the masses are on: Saturday: 8-9AM, 4-6PM and Sunday: 8-11AM (and on other special services bookings which will be advised to you upon enquiry), therefore, the hall and carpark must be vacated during this time.**
- Please contact Charlie Scully on 0402 071 849 a couple of days before your booking to organise key pick up.
17. The Hirer of the Parish Hall and guests are confined to the Hall and its accompanying facilities and this does not extend to the school and playground.
  18. The Hirer is aware that the Parish Hall is in a residential area and that all persons attending the Hall must refrain from any behaviour which could be reasonably construed as disturbing the neighbours or infringing on a person's property and/ or rights.
  19. Under no circumstance shall liquor be sold.
  20. Normal liquor regulations apply. Alcohol is not to be served to guests under 18 years of age.
  21. Approval for the consumption of alcohol may be withheld at the discretion of the booking officer.
  22. Please note that Parish and school grounds are generally secured and access is only available at agreed times. Parish Hall patrons are requested to park in the Church car park or in the street, but not on the lawn or nature strip in front of the school or Church property.
  23. Smoking is not permitted in the Parish Hall.
  24. The Parish accepts no responsibility for private property left in the Parish Hall.
  - 25. Failure to comply with the conditions will result in forfeiture of the bond.**

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**PLEASE ENSURE THAT YOU FOLLOW THE CURRENT GOVERNMENT COVID RESTRICTIONS AND GUIDELINES. THANK YOU!**

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