

**GLENELG CATHOLIC PARISH
ST MARY'S HALL HIRE AGREEMENT**

1. This Agreement is made between Glenelg Catholic Parish and the Hirer:

Name: _____

Address _____

Telephone: _____ Mobile _____

Email: _____

Subject to bond requirements being met please provide Bank Details for refund of bond money.

Name on Account: _____

BSB: _____ Account Number: _____

2. The Parish agrees to allow the Hirer use of St Mary's Hall

Date/s of Hire: _____

Times of Hire: _____

Details of Function:

Purpose/Nature of Function: _____

Name/Contact No. of any Third Party Involved eg Caterer or Band/DJ:

Number of guests: _____

Use of audio equipment required: Yes No

Use of extra glasses, cutlery, crockery: Yes No

- 3.** The Hirer agrees to pay the Glenelg Catholic Parish the sum of \$ _____ paid in full prior to the function for the use of St Mary's Hall. A Bond of \$250 is to be paid at time of booking. The Bond is refundable following a satisfactory inspection of the Hall and facilities by the Hall Manager and compliance with the Terms and Conditions.
- 4.** Charges in addition to those paid by the Hirer may be levied against the Hirer to cover security, cleaning and/or damages to the Glenelg Catholic Parish's property if the value is greater than that of the security bond money. The Parish reserves the right to increase the value of the security bond at their discretion. The security bond will be released (in part or in full) no more than 10 working days after the date of the function in the form of cheque posted to the nominated hirer or a bank transfer to a nominated account.
- 5.** The Hirer agrees to notify the Glenelg Catholic Parish of all injuries or damage arising out of the Hirer's use of the St Mary's Hall within 7 days of becoming aware of the injury or damage.

6. The Parish may impose special conditions on the Hirer in addition to the Standard Terms and Conditions documentation. In this instance, the Hirer shall be notified in writing no later than 10 working days prior to the date of the function. **Any additional conditions override any conflicting standard conditions.**

Additional Conditions attached. Please refer to attachment for more details.

7. The Hirer acknowledges having received, read and understood the Terms and Conditions for Hire of St Mary's Hall and agrees to abide by these conditions. The Hirer agrees to ensure that persons in the group who will be accessing the Hall have understood these conditions, and as the Hirer, takes full responsibility for their actions.

Name: _____ Hirer's Signature: _____

Parish Signature: _____ Date: / /

OFFICE USE ONLY		
Date & Booking Time		Receipt Number
...../...../2019	Bond \$250 <i>(Paid at time of booking)</i>	-----
From: _____ to _____	Hall Hire	
	Minimum (2 hrs) \$180	
Keys issued	Wakes \$180	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Baptisms \$200	
Keys returned	Half day (4 hrs) \$350	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Full day (8hrs) \$600	
Hall checked by Manager after event.	Cleaning \$100 <i>(Please circle)</i>	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Total: \$ _____	
	Bond Refunded \$ _____	
	EFT/Cheque/...../2019	