



GLENELG CATHOLIC PARISH

Terms and Conditions of the Hire of St Mary's Hall

St Mary's Hall, located on the corner of Chapel and High Streets, Glenelg, is available for hire by parishioners as well as corporations, businesses, individuals and community groups, schools and individuals for meetings, seminars, conferences, private functions and fundraising activities. It is able to accommodate 120 guests seated.

Availability of Hall

- Weekdays: Available from 9am until 10.00pm.
- Saturday: 9am until 12 midnight.
- Sunday: 12.00 noon until 10 pm.
- Viewing and setting up of the Hall is by arrangement with the Hall Manager.

Car Parking

Car parking is available in Chapel, Milton and High Streets and other surrounding streets. Please note time limits on each street. There are also two car parking stations both within a short walking distance from St Mary's Hall both of which are accessed from Partridge Street where parking fees apply after 2 hours.

Your guests should be reminded not to block the driveways of neighboring properties when parking in neighbouring streets. Parking is not permitted in the Parish House Car Park.

Use of St Mary's Hall

Use of St Mary's Hall is at the discretion of the St Mary's Hall Committee, Glenelg Catholic Parish.

Permitted Uses

- Activities and functions of community groups and organizations
- Social, recreational, meetings and functions (on a non-permanent basis).
- Family and private celebrations, including baptisms, weddings, engagement and birthday parties and wakes.

Non-Permitted Uses

- School children and teenage, 18th and 21st birthday parties;
- Pre- and After School formal Functions
- Hens or bucks night events;
- Activities considered likely to cause damage, disturbance or nuisance to neighbouring residents or inability to comply with conditions.

Agreed Use

- The Hirer agrees to use the facility only for the purpose described in the Hire Application Form.
- The Hirer will ensure that the function is conducted in a proper, orderly and lawful manner.
- The Hirer agrees not to use the facility for any activities likely to cause damage to the facility or to cause nuisance to neighbouring residents.

The type of function must be advised at the time of making the booking and the Parish reserves the right to refuse or cancel any function believed to be an inappropriate use of the facility.

Hire of Hall

It is advisable to inspect St Mary's Hall prior to making a booking to familiarise yourself with what is and what is not included in the hiring of the Hall as well as to be shown how to operate the air-conditioning, AV/Audio system and blinds

The setting up of chairs and tables is the responsibility of the Hirer. The Hirer will comply with Safe Operating Instructions and Manual Handling Procedures located in the storage area in setting up this furniture. All chairs and tables must be returned in a clean state to the appropriate storage area at the completion of the function.

Please ensure that no nails or anything else which could damage or mark interior or exterior walls/floors is used. Drawing pins, blue tack and sticky tape are not allowed. Decorations must not be placed near exhaust fans or air conditioning vents. Advertising is not permitted without prior written approval from the Glenelg Catholic Parish.

Cost of Hire

- The cost to hire St Mary's Hall will be determined at the time that the Hall is booked. It is based on a rate set by the St Mary's Hall Committee.
- We ask that hirers allow an hour for cleaning up after the function.
- Additional charges will apply, if for example, the function is to be professionally catered and/or food is cooked on the premises. This will be assessed by the Hall Manager when booking the Hall.
- A Bond is applicable and this is paid when the Hall is booked. It must be lodged with the Hire Agreement Form. This will be refunded (in part or full) no more than 10 days after the function following an inspection of the premises.
- The remaining cost of hiring the Hall must be paid prior to the function date.
- If the security bond is not lodged within 10 working days of the initial booking having been made, the booking may be cancelled without further notice.

Cancellations

- A minimum of 10 days' notice must be given in writing prior to the date of the function, otherwise any monies paid for reservation or hire of the Hall may be forfeited.
- An administration fee of \$50.00 will be retained from the Bond.

Indemnity

The Hirer agrees to indemnify and keep indemnified the Glenelg Catholic Parish against any action, claim or demand whatsoever that arises or may arise as a result of the Hirer's function. The Hirer indemnifies the Parish for the loss or damage of any of the Hirer's equipment, property or personal belongings.

Insurance

Depending on the type of function/activity being conducted in the hall the Hirer may be required to provide the Parish with proof of their Public Liability Insurance (a Certificate of currency) will be required for a minimum of \$10,000,000(ten million dollars).

Please ensure you have included all aspects of your activity on the Hire Agreement form. Where a third party is supplying a good or service, a copy of the Certificate of Currency for their Public Liability Insurance policy with a minimum cover of \$10,000,000(ten million dollars) will be required.

The Parish reserves the right to allow use of the venue by the Hirer, subject to proof of Public Liability Insurance. Please seek advice from the Parish if you are uncertain of your responsibilities and obligations prior to paying any monies for your booking.

The Hire of Hall includes the use of:

- The tables and chairs available in the Hall
- Access to kitchen and kitchen utensils, including oven trays, detergent and dish clothes
- Use of mugs, glasses and other crockery as well as minimal cutlery in the kitchen island bench drawers and overhead cupboards
- Wine glasses, table cutlery, dinner sets (charge determined on items lost/broken)
- Small electrical appliances for tea making and heating food
- Dishwashers and dishwashing tablets (dishes are to be cleaned and rinsed before being stacked in the dishwashers)
- Use of the air conditioning or heaters
- The AV/Audio system

It is not permitted to bring BBQ's, Spit cooking facilities, Wood Ovens into the Hall. All food warming and cooking facilities, such as electric fry-pans, warmers, bain-maries must be checked and tagged in compliance with the Parish's WHS requirements.

Keys

Please make arrangements with the Hall Manager/Parish Secretary regarding the picking up and the return of keys at the time of hire. Loss or non-return of keys will incur a charge for the cost of replacement of keys and locks.

Cleaning up after your function

The facilities must be left clean and tidy before vacating the building. Cleaning may be done the morning after, if the Hall is not booked.

Please allow at least one hour for cleaning in the Hire times, whether it be at the conclusion of the function or on the morning after, if the hall is not booked.

The attached **INSPECTION CHECKLIST** will assist in cleaning up after the event.

Please supply:

- Tea towels
- Rubbish bags
- Table cloths
- Crockery and Serving dishes as required

Alcohol

Alcohol is not to be served to guests under the age of 18 years. A liquor licence is required if there is a charge for the function, or guests are asked to make a specified donation or a gold coin donation. The Hirer must ensure all applicable licenses or permissions have been obtained and copies thereof provided to the Hall Manager at the time of booking. The Hirer must take the license to the function.

Drugs and Smoking

The carriage or use of illicit drugs is not permitted anywhere upon the Glenelg Catholic Parish premises, including the school grounds. St Mary's Hall and its adjacent areas have been designated as drug free and non-smoking areas. The Hirer is responsible for advising and enforcing this regulation to all guests. This is in accordance with the Parish's Occupational Health and Safety Policy. Fire extinguishers are for use in an emergency situation only.

Noise

You are requested to be respectful of our neighbours when arriving and leaving St Mary's Hall. There is a need to be conscious of the noise levels and the inconvenience/disturbance that is caused whether it is music coming from the Hall or by loud conversations in the streets. All music is to cease by 10pm on week nights/Sundays and by midnight on Saturdays. The Hall is to be vacated by 11pm on week nights/Sundays and by 12.30am on Saturdays. Police may be called to attend to and move on disruptive/noisy guests. Excessive noise may result in full or partial loss of security bond.

The consumption of food and beverages and the provision and playing of music or entertainment shall be restricted to inside the building only.

Electrical Equipment

The Hirer may, with approval, provide their personal digital devices and sound equipment. Any equipment brought onto the premises must comply with the Parish's WHS Regulations, that is, they must be tested and tagged at the Hirer's cost.

Any damages caused by the use of non-electrically tested and tagged equipment will be the responsibility of the hirer. Any damages caused to the Parish's electrical equipment may result in full or partial loss of security bond.

NOTE: MP4 format is the best for saving media files on USBs.

Faults and Repairs

All faults and/or repairs should be referred to the Hire Manager immediately. The Hall's electrical installations and equipment must not be interfered with.

Safe Operating Practices

The Hirer agrees to comply with the relevant Operating practices and instructions in relation to the facility and its equipment.

Food Safety

The Hirer agrees to comply with Safe Food Handling procedures.

Special Conditions

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.

ST MARY'S HALL INSPECTION CHECKLIST

Use this checklist at the conclusion of the hire period in order to minimise additional charges and return it with keys to Parish Office.

DESCRIPTION	YES	NO
All personal belongings and equipment must be removed from the area. No responsibility will be taken for personal items left on the premises.		
Hall floor swept. Spillages to be spot-cleaned. Brooms, buckets and mops are stored in the Western cleaner's cupboard adjacent to the kitchen. Cleaning equipment returned to appropriate area		
Kitchen floor may need to be mopped.		
All equipment returned to correct drawers and cupboards		
Dishes are cleaned off and rinsed before being stacked in the dishwashers. Dishwashers are to be programmed for a short 30 minute cycle. Dishwashers to be emptied and contents returned to the same cupboard or drawer from which they were taken. Dishwashers' power turned off		
Tables and chairs returned to storerooms and arranged neatly		
Kitchen surfaces cleaned		
Stove, microwave and fridge cleared and clean.		
Stove and oven turned off at wall switch		
Kettles and urns emptied and turned off.		
Cooking oils disposed of properly and not poured down the sink.		
Toilets flushed, floor mopped if necessary and used paper towel removed. (Disposable gloves under kitchen sink)		
Bins emptied and rubbish removed. Rubbish can be placed in the applicable large Council bins (general waste, green waste and recycling) to the West of the Hall outside the Parish House wall.		
Decorations removed		
Lights, audio visual equipment and heating/cooling turned off		
All external doors checked and locked		
Outside areas clean and free from rubbish		

List any breakages that occurred during the hire. Unreasonable unreported breakages will be charge.

Please report any safety incidents or concerns and list items used from first aid kit.

Use this space to provide other feedback on the hall and booking system.

Name: _____

Signed: _____

Date: _____