

**HOLY INNOCENTS' HALL EXPRESSION OF INTEREST
CONDITIONS, HIRE FEES**

PLEASE FILL IN THE FOLLOWING.

Name:

Address:

Telephone Number:

Email:

Date requested:

Hours requested:

Purpose for hire:

Expected Number of participants:

CONDITIONS

1. The Holy Innocents' School/Parish reserves the right to grant or not to grant the permission to use the hall. Due to residential area, no noisy functions will be given permission (DJs, amplified music).
2. In general, the hall is to be left as found, in a presentable and usable state.
3. Any tables or chairs taken from the storage must be returned back to storage. Please **DO NOT DRAG** chairs or tables across the floor. The tables must be carried by 2 people and chairs stacked to the height of 10 are to be moved by trolley.
4. Toilets and kitchen area are to be left clean, no running water, lights off and no paper on the floor.
5. Any spillage on tables or floor or any other area is to be wiped with damp cloth.
6. Any visible dirt introduced into the hall is to be cleaned. Please bring your own rubbish bin liners. Do not leave any rubbish behind. If you hired the 660L rubbish bin, do not overfill it or leave bags outside the bin. Any excess of rubbish needs to be taken care of by you.
7. **BALLONS!!!** If any balloons get loose, please switch off fans immediately and ask for assistance.
8. When leaving, ensure all lights are turned off and the hall is securely locked.
9. Any spillage in the fridge to be cleaned and any items introduced by you to be removed.
10. Toilet Paper, Dishwashing Detergents & Sponges, Tea towels, Cleaning cloths – please supply your own. Please **DON'T PLACE ANY PAPER TOWELS** in toilets!! Use available electric hand dryers.
11. Please utilise the School/Parish car park as much as possible. Entry from Queen street.
Open Saturday 10am-4.30pm. Sunday 11.30am till midnight.

IMPORTANT!!!

For insurance excess we require **BOND** of \$500. The bond will be returned to you after the function, provided no damage was incurred. If paying by bank transfer please provide us with your bank details for refund.

Account Name:

BSB:

Account Number:

In case of non-compliance with Midnight Noise Curfew (Council regulations; clean-up may continue past Midnight), or excessive noise (neighbours' complaint or Police call) \$200 will be deducted from your **BOND** refund.

HIRING FEES – One off or Irregular events

ITEM DESCRIPTION	MINIMUM COST	COST PER ADDITIONAL HOUR OVER AND ABOVE THE MINIMUM	PLEASE TICK IF YOU WANT THIS ITEM	INTENDED USE FOR NUMBER OF HOURS	TOTAL ITEM COST
SCHOOL DAYS (children in school, from 6pm till Midnight), no dancing, under 50 people, minimum 4 hours; max \$220 (for birthday celebration of children currently enrolled at Holy Innocents' School, of Altar Servers and members of Children Liturgical Group - same cost for SATURDAY OR SUNDAY – subject to availability)	\$110	\$27.50			
SCHOOL DAYS (children in school), dancing or more than 50 people, minimum 4 hours, max \$330	\$220	\$55			
SATURDAY or SUNDAY (6am till midnight), no dancing, under 50 people	\$330				
SATURDAY or SUNDAY (6am till midnight), dancing or more than 50 people	\$550				
SATURDAY (10pm till midnight) to prepare the hall for Sunday (subject to availability)	\$55	\$27.50			
RUBBISH BIN 660L (any extra rubbish must be removed by the hirer)	\$46.75				
AUDIO (cordless microphone, speakers)	\$11				
VIDEO (AUDIO as above, data projector)	\$55				
SCHOOL YARD (i.e. jumping castle, BBQ)	\$165				
Insurance Bond					\$500
TOTAL COST (please add all components in TOTAL ITEM COST column; if your hiring has been approved please pay this amount at least one week prior to the event to the account below, the cost where appropriate is GST inclusive; a tax invoice will be issued on request)					

Account details: Name: Hall Account; BSB: 062784; Account No.: 5770100 or cash one week prior to the event. Please use your name as reference.

HIRING FEES –regular events

Please ask for "Regular Hire Agreement Form". The fee will be determined on individual bases.