

Hire Agreement & Invoice - Parish Hall



Bill To:

Invoice Date:

This Agreement is made between Waverley Parish Centre established at 45A Victoria Road, Waverley and

_____, resident of _____.

1. The Parish agrees to allow the Hirer use of the Parish Hall on _____ from _____ to _____.
2. The Hirer agrees to pay the Parish the sum of \$_____ plus \$300 bond for use of the Parish Hall.
3. The Hirer agrees to reimburse the Parish for the full cost of repairing any damage caused to the Parish or facilities during hire period.
4. 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.
5. The Hirer acknowledges receipt of the Conditions for Hire of the Parish Hall and agrees to those conditions.
6. The Hirer agrees pay a bond of \$300 at the time of booking prior to the function and 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.

Hirer _____

(Please print name)

Parish _____
Fr Bernie Thomas OFM
Parish Priest

Description	Total
Date:	\$_____
Time:	
\$50 for first hour	Bond: \$300.00
\$15 per hour thereafter	Total Balance Due: \$_____

Payment Method: Cheque
For cheques
please make payable to:
Mary Immaculate Church, Waverley

Bank transfer
To pay via electronic transfer:
Commonwealth Bank
Name: Catholic Development Fund
Acc: 1115 5001
BSB: 062-784
Please enter your "Hall Hire Fee" as the description

Please complete the form and return to:

Carla Korkor, Parish Secretary

The Parish Centre: 45A Victoria Street, Waverley NSW 2024

Ph: 9369 9399 Fax: 9389 2073 Email: office@waverleycatholic.org.au

Available - Monday, Tuesday, Thursday & Friday 9am - 3pm

Conditions for Hire - Parish House Hall

Please complete the form and return to:

Carla Korkor, Parish Secretary

The Parish Centre: 45A Victoria Street, Waverley NSW 2024

Ph: 9369 9399 Fax: 9389 2073 Email: office@waverleycatholic.org.au

Available - Monday, Tuesday, Thursday & Friday 9am - 3pm



1. Applications for use of the Parish Hall must be made in writing on the form supplied by the booking officer.
2. All functions in the Parish Hall must be finished by 7.00pm.
3. A bond of \$300 is required at the time of booking prior to the function and 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. Should any damage occur, the booking officer's assessment shall be final.
4. Charges for the use of facilities must be paid at the time of making the booking, or by arrangement with the booking officer.
5. 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.
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.
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 (e.g.. 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 fridge and all bottles and rubbish must be removed from the premises and placed in the appropriate bins. Please place the chairs and tables back in the storeroom. Toilets must be left clean. All external doors must be locked. All urns and kettles must be turned off at the power point. Do not turn off the fridge.
11. No sales of any kind are permitted without prior approval.
12. Sub-letting of facilities is not permitted.
13. In case of any disputes arising, the decision of the Parish Priest shall be final.
14. Noise (music etc) must be contained within the requirements of the Waverley Municipal Council.
15. The Hirer of the hall and guests are confined to the hall and its accompanying facilities.
16. The Hirer is aware the 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.
17. Under no circumstances shall liquor be sold until approval from the booking officer has been obtained and the necessary liquor permit is sighted at the time of payment.
18. Normal liquor regulations apply. Alcohol is not to be served to guests under 18 years of age.
19. Approval for the consumption of alcohol may be withheld at the discretion of the booking officer.
20. Hall patrons are requested to park in the council car park and street and are not to park on the lawn.
21. Smoking is not permitted in the hall.
22. The Parish accepts no responsibility for private property left in the hall.