



Holy

TRINITY PARISH

Catholic Communities of St. Peter's, St. Paul's & St. Catherine's

BENTLEIGH EAST, BENTLEIGH, MOORABBIN

Terms and Condition of Use

We strictly **do not** hire for 16th to 21st birthday celebrations

Application and Conditions of Hire:

Venue, Hours of Hire, Bond & Payment:

Lighthouse Hall: Weekdays: 9am to 3pm
Saturday: 9am to 3pm
Saturday: 5pm to Midnight
Sunday: No hiring available

Lighthouse Hall hire fee is \$400 (incl. GST). Bookings will be confirmed when the **Venue Booking Hire Form** is completed. The hiring fee, plus a bond of \$500.00 against possible loss or damage, must be paid not later than seven (7) days before the venue hire.

Anchor Room: Weekdays: 7.30pm to 10.30pm
Saturday: 9am to 3pm & 5pm to 10.30pm
Sunday: No hiring available

Anchor Room fee is \$150 (incl. GST) during weekdays and \$250 (incl. GST) during weekends. Bookings will be confirmed when the **Venue Booking Hire Form** is completed. The hiring fee, plus a bond of \$500.00 against possible loss or damage, must be paid not later than seven (7) days before the venue hire.

McKenna Centre: Weekdays: 11am to 5.00pm
Saturday: 9am to 3pm
Sunday: No hiring available

McKenna Centre fee is \$300 (incl. GST) during weekdays and \$350 (incl. GST) during Saturdays. Bookings will be confirmed when the **Venue Booking Hire Form** is completed. The hiring fee, plus a bond of \$500.00 against possible loss or damage, must be paid not later than seven (7) days before the venue hire.

St Catherine's Sweeny Centre: Weekdays: 11am to 2.30pm
Saturday: 12pm to 6pm
Sunday: No hiring available

St Catherine's Sweeny Centre fee is \$200 (incl. GST) during weekdays and \$300 (incl. GST) during Saturdays. Bookings will be confirmed when the **Venue Booking Hire Form** is completed. The hiring fee, plus a bond of \$500.00 against possible loss or damage, must be paid not later than seven (7) days before the venue hire.

COVID Safety Requirements:

Your booking can have a one person to two square metre ratio in our hall if you have a COVID Check-in Marshall and all guests are fully vaccinated. You must nominate a member of your group to stand at the door and make sure every person signs in to the QR Code provided and can show proof of their vaccination status.

To assist with electronic record keeping, we have implemented an electronic record keeping service (QR code) at the entrance to our halls. The use of the Holy Trinity Parish Hall QR code will be a requirement as part of your booking.

You must sign in using the QR code at the beginning of your booking and ensure all participants have their attendance recorded also. Failure to utilise the QR code service at the hall entry will mean you must revert to manual record keeping and reduced capacity of participants. Contact the Parish Coordinator at the Admin Centre to discuss.

Bond Condition and Payment:

Holy Trinity Parish will apply the Bond to cover any out of pocket costs incurred relating to the following and must be reimbursed by the applicant:

- The cost of any damage to the venue or any of the Parish's property in or around the venue.
- The cost of any cleaning of any part of the venue used for the Applicants function which, in the opinion of the Parish exceeds that normally required. Any food remains, bottles, cans, decorations or any other rubbish associated with the Function left behind in the venue or on Parish grounds will automatically be treated as exceeding normal cleaning requirements.
- Any loss or damage incurred or suffered by the Parish because of a breach of these conditions by the Applicant.
- Any breach of conditions of hire, where the Parish sees appropriate.

If in the opinion of the Parish, the Applicant has complied with these conditions and after the function there is no damage to the venue or Parish property and there is no excess cleaning to be done, the Parish will refund an amount equal to the Bond to the Applicant.

Cancellation and Bond Refund:

The Parish reserves the right to refuse or approve any application without giving any reason. If the Parish cancels a booking, the Parish must return the Bond and deposit or hiring charges paid by the Applicant as soon as possible.

All venue hire not paid in accordance with the terms of this document shall be deemed cancelled.

The bond will be refunded within seven (7) days after the date of the function, less any amount (if applicable) needed to repair damage, replace lost or missing items, or clean when venue and parish grounds have not been returned to same condition as prior to venue hire. Refer to all conditions listed under "Deposit, Bond and Payment" outlined above. It is hereby agreed that in the event that

the bond is insufficient to cover the amount required for repairs, replacement or cleaning, the excess can be claimed from the Hirer as a debt.

Facilities and Conditions of Use:

The tables and chairs must be left as they were found before setting up the venue for the function (if unsure of the layout, please refer to the photos found on the walls). A kitchen with an industrial gas stove and microwave is available. All kitchen facilities used must be cleaned before the period of hire ends.

Crockery and cutlery are not provided.

None of the venue fixtures or fittings are to be removed from the venue at any time before, during or after the function.

Any equipment brought in by the Hirer, an invitee or caterers employed by the Hirer must be removed from the venue before it is locked at the end of the function.

The Hirer may only use those parts of the venue specified by the Parish as available for use.

The Hirer may not allow the venue to be used during the time it is booked for any purpose other than the Function specified or by any person or organisation other than the Hirer or organisation on behalf of which the application was made for the purposes of the function.

The Hirer may not sell tickets or require payment of a charge of admission to the Function without consent of the Parish.

No Annoyance:

The Hirer must ensure that the activities conducted from the venue are of a legal nature and cause no nuisance, damage or annoyance to any adjoining or nearby premises. All music to be turned off by **11.30pm** and the parish grounds must be left in a clean state and condition and used with a minimum of noise.

Set Up and Decorations:

Decorations can be attached to brick interior walls, but not to plaster walls, doors or windows without written consent from the Parish. All decorations must be removed, including any adhesive, and walls left clean at the end of the function. No part of the venue or Parish property is to be damaged in any way or pierced by nails, screws or likewise.

Before Leaving Checklist:

The Hirer may only use the venue during the period hired in the abovementioned "Hours of Hire and Function" and must ensure that all attendees, caterers, entertainers, musicians and other persons employed or invited by the Hirer vacate the venue at the end of hiring period.

- Before leaving all lights and appliances must be switched off (Heaters and Air conditioning especially) and all areas used to be cleaned.
- Removal of all rubbish, bottles and other items brought onto the premises by the Hirer, any invitee or caterer is the responsibility of the Hirer and must be removed from the venue and

surrounding grounds. There are rubbish bins that you are welcome to use in the parish garage.

- Ensure that all external doors and windows are secured.
- The venue must be left in a clean and tidy condition including the sweeping and mopping of floors, wiping down of kitchen benches and cleaning of toilets.

Venue keys must be returned to the Parish Admin Centre after the conclusion of the hiring during the week. For weekend hiring, venue keys to be returned on the Monday morning after the venue hire.

Alcohol, Smoking & Animals:

Venues are NON SMOKING building. Alcohol may be consumed in the venue, but the sale and/or disposal of alcohol is prohibited unless the Hirer can produce a bona fide licence or permit from the relevant authority.

No animals are to be brought into the venue or surrounding Parish property.

Please Note

- Cooking and food preparation shall be restricted to the kitchen. No person may prepare or cook food outside the kitchen area without written approval from the Parish.
- Cooking appliance shall not be left unattended while in use.
- Electrical power points shall not be overloaded.
- No dragging of chairs, tables or other items across the wooden floor.
- Hirer shall not damage, deface, alter or remove any part of the venue or its fixtures or fittings.
- There are to be no illicit drugs or prohibited substances consumed or taken on church property.
- The Hirer is responsible for the provision of First Aid services and equipment during the hire period.

Personal Injury & Property Damage:

The Hirer shall conduct all activities in, on and about the venue in a proper and reasonable manner to ensure the personal safety of all occupants and avoid property damage.

The Hirer's property remains at the Hirer's risk at all times.

The Hirer indemnifies the Parish against damage caused to the venue by the installation and/or removal of the Hirer's property and any liability or loss arising from and any costs, charges and expenses incurred in connection with the Parish acting under this condition.

Indemnity:

The Hirer hereby indemnifies Holy Trinity Parish (and all representatives) and keep Holy Trinity Parish (and all representatives) harmless from all claims, such as; demands, proceedings, suits, damages, costs, charges, penalties and all other liability whatsoever with respect to or in any way arising out of loss of life, injury to person, damage or loss of property connected with the use of

venue by the Hirer or any person coming onto the venue whether as an invitee or otherwise during the period of the hire.

This includes any set up period and period during which the Hirer and invitees are leaving the venue.

The Hirer agrees to indemnify and keep indemnified Holy Trinity Parish and all its representatives from and against all actions, claims, damages and demands whatsoever which may be brought or made or claimed against them or any of them arising out of, or in relation to the hire period and be directly related to the negligent acts, errors or omissions of the hirer.

Signed: _____
Hire's Full Name

Date: _____

Witness: _____
Witness Full Name

Date: _____