



HOLY SAVIOUR PARISH
Glen Waverley North
5 Sherwood Rise
Vermont South Vic 3133

HIRE APPLICATION

Holy Saviour Parish Hall Multi Purpose Hall Café

Name _____

Thanksgiving No: _____

Address _____

Contact No's

Home: _____

Business: _____

Mobile: _____

Email: _____

Type of Function: _____

Date of Function: _____

Hours Required: From: _____ To: _____

Numbers Expected: _____

Liquor will be: Served B Y O Sold N/A

Kitchen Facilities required: YES NO

Hire Tablecloths – Cost \$50: YES NO

MPH & Hall Hire Cost PER DAY: Parishioners (*actively contributing to Thanksgiving*) - \$300
Non-Parishioners - \$600

Café Hire Cost PER DAY: Parishioners ONLY - \$50

- ❖ A deposit of \$100, a copy of your driver's licence and a copy of your credit card must be paid within 7 days of receiving confirmation of availability.
- ❖ A Bond of \$1000 for MPH & Hall hire must be paid 30 days prior to function. Café bond is the deposit paid.
- ❖ A Cancellation fee of \$100 applies if function is cancelled within a month of function date.
- ❖ The balance of \$200 for Parishioners & \$500 for Non-Parishioners for MPH & Hall & \$50 for the Café must be paid 14 days prior to function.
- ❖ The Manager reserves the right to re-let the venue if all fees are not paid on time.
- ❖ It is important that you read and understand the Conditions of Hire.
- ❖ Your signature indicates that you agree to comply with all those conditions.

Signature of Applicant: _____

Cheques made payable to: Holy Saviour Parish and posted to the above address OR Electronic Transfer to: BSB 083 347
Account No: 186172088, Holy Saviour Parish Hall Account

Telephone: (03) 9401 6340
Website: www.cam.org.au/glenwaverleynorth
Email: glenwaverleynorth@cam.org.au

Office Use Only

Date of Application: _____

Name: _____

Deposit Paid Receipt No: _____ Date: _____

Bond Paid Receipt No: _____ Date: _____

Balance Received Receipt No: _____ Date: _____

Bond Returned YES NO Date: _____