

Mary Immaculate Hall - Annerley

Hall Hire Rates and Conditions

as @ 1 Jan 2025

Part A: Hall hire rates			
FUNCTION RATES	FRI-SUN	\$ 130* per hour	<i>GST Inclusive. (Note: Rates includes a carpet cleaning fee). Discounts apply for parishioners.</i>
	MON-THUR	\$ 115* per hour	
		* FINAL HIRE FEE	<i>Taken from Alarm Off/On Log. Please ensure you book for ALL hours required incl setup and pack up times – entry to the hall will not be permitted outside of these times. An additional fee (\$200) applies for failure to notify when exiting the hall.</i>
ALL		\$ 400 cleaning fee	<i>Hirer must put away tables and chairs, venue must be tidy with ALL rubbish in bins. OPTIONAL: Cleaners are only paid to CLEAN. If you elect to SELF CLEAN the Hall must be suitable for another hirer.</i>
		\$ 1,200 BOND	<i>Fully refundable IF no extra clean, misuse of bins, excess rubbish, lost key, crockery breakage or general damage is detected.</i>
CANCELLATION POLICY	> 8 Wks	\$ 50	<i>Admin charge</i>
	< 8 Wks	50% of hire	<i>Late cancellation fee incl admin charge</i>
	< 4 Wks	75% of hire	

***** NOTE: For a first time hire you must provide a WRITTEN reference from your parish priest, a teacher, a parishioner, employer, or similar, accompanying your application.**

Part B: To be completed by the individual/group or company representative requesting to hire the hall.			
Name of person/group:			
Applicant responsible for hall:			
Address:			
Mobile:		Email:	
Bank Details (for bond refund only)		Account name:	
		BSB: _____ - _____ Account No: _____	
Event Date/Time:	/ / 20__ M T W Th F Sat Sun	Set Up/Enter Hall::..... am / pm Event time::..... am / pm TO:..... am / pm Exit Hall::..... am / pm Note: Functions/guest attendance must end at Midnight . Pack down may occur after that but with no guests.	
Number of adult attendees:		Number of children:	Total attendees:
Who will supervise children?		<input type="checkbox"/> N/A	
If a non-family activity involving children (under 18 years), do the leaders hold current Blue cards? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
Event type: Please all details such as:			
<ul style="list-style-type: none"> Brief description Type of catering Decorator (contact details) Music / audio set up 			
If a community group, do you have Public Liability insurance? (Attach a copy) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
How did you hear about our hall?			

Part C: Responsibilities of Hirer

As the person undertaking the booking, I am responsible for:

- Ensuring the building is in its original condition (apart from regular cleaning) incl wash up of crockery/glassware if used
- Meeting extra costs of professional cleaning if beyond normal cleaning needs (will be taken from bond)
- Funding the cost of rectifying damage caused during the event/function
- Collecting and returning hall key (Photo ID required on pick up)
- Finalisation of cleaning / pack up and lock up of hall

MARY IMMACULATE HALL HIRE AGREEMENT

Part D: Hall Hire Agreement

1. This Agreement is made between **Annerley Ekibin Catholic Parish** ("Parish") and **Applicant** ("Hirer").
2. The Parish agrees to allow the Hirer use of the Parish Hall for the period set out in **Part B**.
3. The Hirer agrees to pay the Parish for use of the Parish Hall the sum specified in **Part A**.
4. The Parish is not liable to the Hirer for any loss suffered by the Hirer arising out of the Hirer's use of the Parish Hall. The Hirer releases the Parish from any claim made against the Parish arising out of, in connection with, or caused by, the Hirer's use of the Parish Hall. The Hirer indemnifies the Parish from and against all loss, including legal expenses, connected with or arising from any claims, demands or prosecutions made by any third party arising out of, in connection with or caused by the Hirer's use of the Parish Hall. However, the extent of the Indemnity provided by the Hirer shall be reduced proportionately to the extent that any act or omission of the Parish contributed to the loss.
5. The Hirer agrees to notify the Parish of all injuries or damage arising out of the Hirer's use of the Parish Hall within seven (7) days of becoming aware of the injury or damage.
6. The Hirer agrees to reimburse the Parish for any costs of repairing any damage caused to the Parish Hall or facilities during the hire period in excess of the Bond.
7. The Hirer acknowledges receipt of the **Important Information/Conditions for Hall Hire** page and agrees to abide by all.

PAYMENT SCHEDULE – for Hirer to complete

- A. The **hire period** shall be as per **Part B** of the application, **including set up time**. Access to the hall outside of the agreed times (as in part A) will not be permitted.
- B. The **hire fee** shall be as outlined in **Part A** (You will receive an invoice for payment.)
- C. Please tick if you require cleaning (not inclusive of general pack down), an additional \$ 400 **CLEANING FEE** (must be booked in advance) will be added to the invoice.

Your booking date is considered confirmed once Invoice payment is received.

I declare that, after I am instructed on the Hall Emergency and Evacuation Plan when I collect the keys and receive induction, I will be responsible for explaining the safety plan to the group on the day of hire.

As the hall hirer, I understand that I am personally responsible for the behaviour of guests and the condition of the hall and agree to the conditions as outlined in **Part A, B, C and D** of this document.

I also declare that I have read and agreed to the all points in the **CONDITIONS FOR HALL HIRE** document.

Signature of Hirer: _____ Signed for the Parish: _____

Name / Title: _____ Name/Title: Kathryn Ducker – Parish Finance

Date: / /

Date: / /

IMPORTANT INFORMATION/CONDITIONS FOR HALL HIRE

- a) Time of hire is to **include** set-up and clean-up time required. **FUNCTIONS MUST END AT MIDNIGHT.**
- b) All general rubbish must be bagged and placed in **red-lidded bin**. If recyclable, place loose items **in yellow-lidded bin**. A **Purple 10c Container Recycling bin** has been provided for your benefit to assist you with managing rubbish levels.
- c) Any excess rubbish that would cause the lid of either bin to not sit flush is to be removed from the premises by the hirer.
- d) There is NO permission or ability for children to be outside the hall. Children are NOT to be in the carpark or on the school grounds. Children must remain in the hall and fully supervised at all times.
- e) Additional Conditions below – these must be read. Filling out this application infers that you are agreeing to them.

Additional Conditions of Hire:

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| <ol style="list-style-type: none"> 1. Applications for use of the facilities must be made in writing on the forms supplied subject to approval by the Parish Priest/booking officer. The right to refuse to let the facilities is at the discretion of the Parish Priest/booking officer. 2. The \$1200 Security BOND will be invoiced along with the event hire and must be deposited into the Parish bank account upon receipt of the Invoice. This will confirm your chosen date. Provided the booking officer is satisfied that the hall and facilities are left with no damage to them or to the surrounding property, the Bond will be refunded in full. 3. Loss of keys may entail replacement of locks and this will be at the discretion of the booking office and is at the liability of the Hirer. Should any damage or loss occur, the booking officer's assessment shall be final. 4. Bookings must be made at least two weeks prior to the date of the event and full payment must be made at the time of booking. Please see Cancellation policy in Fee Schedule. 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. Decorations may be table or floor based or discuss your needs with booking officer. 6. 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. 7. The hirer will be responsible for any accident, loss, damage or injury suffered by any person using the facilities during the hiring period and any loss, damage or injury suffered by any person on the hired premises and its surrounds. 8. The hirer agrees to indemnify the Parish for any claim arising from excessive noise, disturbance or nuisance by people attending the function. 9. The hirer shall be liable for and shall indemnify the Parish against any liability, loss, claim or proceeding in respect of any injury, loss or damage whatsoever arising to any property, real or personal, in so far as such injury, loss or damage arises during the hire period. 10. The hirer shall be liable for and shall indemnify the Parish against any liability, loss, claim or proceeding in respect of any injury, loss or damage whatsoever arising under any legislation or at common law in respect of personal injury or death of any person arising during the hire period. 11. The hirer agrees to effect insurance which at all times covers liability to the public for an amount of not less than \$5,000,000 in respect of personal injury to or death of any person whomsoever and in respect of any injury, loss or damage whatsoever to any property real or personal, where the injury, death, loss or damage occurs during the hire period. 12. The hirer shall obtain insurance or pay levies or similar charges as required by any legislation relating to compensation for injured workers. Where such legislation does not provide indemnity against claims for common law damages by workers, the hirer agrees to insure against such common law liability in relation to all persons employed by the hirer during the hiring. | <ol style="list-style-type: none"> 13. The hirer agrees that the insurances referred to in Clauses 11 and 12 shall be effected so as to be in force as from the date the Parish makes the hall and facilities available to the hirer and shall be maintained until the end of the hiring period. 14. 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. 15. All kitchen facilities are to be left in a clean and tidy condition. No food or drink may be left in the refrigerator, and all bottles and rubbish must be removed from the premises and placed in the appropriate bins. All furniture is to be returned to original positions. Toilets must be in a reasonable state. All external doors must be locked. Fridges should be turned off. 16. No incense or smoke that will interfere with smoke alarms is to be used. 17. The hire of the hall is dependent on the proposed event/function not being against Catholic teachings, ethics or moral principles. 18. The event/function is not to impede normal parish events on the day. 19. Subletting of facilities is never permitted. 20. In case of any disputes arising, the decision of the Parish Priest shall be final. 21. Noise (music etc) must be contained within the requirements of the regulations administered by the Brisbane City Council. Additionally, music must cease at midnight on Fridays and Saturdays, 10pm on Sundays, and 11pm on all other days. 22. The hirer of the hall and all guests are confined to the hall, inclusive of the toilet amenities. This use of the hall and toilet amenities does NOT extend to the Church, school or school playground. Roadways on the property are only to be used to access car parking areas to park only, and are NOT to be used for any other activity including children playing on the roadways or in the car parking area. 23. 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. 24. Under no circumstance shall liquor be sold without necessary liquor permit sighted by the parish. 25. Approval for the consumption of alcohol may be withheld at the discretion of the booking officer. 26. Approval for the consumption of alcohol, if granted, is NOT to be served to guests under 18 years of age. 27. Smoking is restricted to OUTDOOR areas within Government prescribed distances of parish/school buildings and an appropriate receptacle must be provided for your guests so that cigarette butts are not discarded on the property or gardens. 28. The Parish accepts no responsibility for private property left in the hall. 29. You will receive an emailed INVOICE – please pay using the Invoice number as your reference. |
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