

## Mary Immaculate Hall - Annerley Hall Hire Rates and Conditions

<b>FUNCTION RATES</b>	FRI-SUN	\$ 110* per hour	<b>NB: Minimum Event Fee \$240</b>
	MON-THUR	\$ 99* per hour	
<b>Meeting RATES</b>	FRI-SUN	\$ 55* per hour	
	MON-THUR	\$ 49* per hour	
<b>Parishioner Discount</b>		<b>25% off STD Rates</b>	
		<b>* FINAL HIRE FEE</b>	
<b>ALL</b>		\$ 75 (carpet cleaning)	<i>- compulsory for ALL party functions to contribute to ongoing carpet cleaning and care</i>
		\$ 200 hall clean	<b>OPTIONAL:</b> <i>hirer must still put away tables and chairs etc.</i>
		<b>\$1,000 BOND</b>	<i>- fully refundable <b>IF</b> no extra clean, misuse of bins, excess rubbish, lost key, crockery breakage or general damage is detected).</i>
<b>CANCELLATION POLICY</b>	> 8 Wks	\$50	<i>admin charge</i>
	< 8 Wks	50% of hire	
	< 4 Wks	75% of hire	

**\*\*\* Note: It is required that for a first time hire you provide a brief reference from your parish priest, a teacher, a parishioner or similar**

<b>Part A: To be completed by the individual/group or company representative requesting to hire the hall.</b>									
Name of person/group:									
Booking contact:									
Address:									
Mobile:		Email:							
Bank Details (for bond refund):				Account name:					
				BSB: ____ - ____ Account No: _____					
Date/Time of Event:		/ / 2024			Start time:		End time:		
		M T W Th F Sat Sun			.....:..... <b>AM/PM</b>		.....:..... <b>AM/PM</b>		
Number of adult attendees:			Number of children attending:			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									
What <b>SPECIFIC</b> activity is planned? <i>(Please give as much detail as possible as to type of food &amp; drink to be served, dancing, speeches etc.)</i>									
If a faith community, do you have Public Liability insurance? (Attach a copy) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A									
Will there be media present? <input type="checkbox"/> Yes <input type="checkbox"/> No					Will photographs be taken? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A				
Will the event be recorded (audio and/or video)? <input type="checkbox"/> Yes <input type="checkbox"/> No/Not applicable – family/friend event only									
If yes, who will do the recording?									



## IMPORTANT INFORMATION/CONDITIONS FOR HALL HIRE

- a) Time of hire is to **include** set-up and clean-up time required.
- b) All general rubbish must be bagged and placed in red-lidded bin. If recyclable, place loose items in yellow-lidded bin.
- 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 and agreed to prior to approval for hire.

### Additional Conditions of Hire:

<ol style="list-style-type: none"> <li>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.</li> <li>2. A <b>\$1000 BOND</b> must be deposited into the Parish bank account a minimum of two (2) weeks prior to the function. 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.</li> <li>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.</li> <li>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. <b>Please see Cancellation policy in Fee Schedule.</b></li> <li>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.</li> <li>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.</li> <li>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.</li> <li>8. The hirer agrees to indemnify the Parish for any claim arising from excessive noise, disturbance or nuisance by people attending the function.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>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.</li> </ol>	<ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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. <b>Toilets must be in a reasonable state. All external doors must be locked. DO NOT turn off any refrigerators.</b></li> <li>16. No incense or smoke that will interfere with smoke alarms is to be used.</li> <li>17. The hire of the hall is dependent on the proposed event/function not being against Catholic teachings, ethics or moral principles.</li> <li>18. The event/function is not to impede normal parish events on the day.</li> <li>19. Subletting of facilities is never permitted.</li> <li>20. In case of any disputes arising, the decision of the Parish Priest shall be final.</li> <li>21. Noise (music etc) must be contained within the requirements of the regulations administered by the Brisbane City Council. Additionally, <b>music must cease at midnight on Fridays and Saturdays, 10pm on Sundays, and 11pm on all other days.</b></li> <li>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.</li> <li>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.</li> <li>24. Under no circumstance shall liquor be <b>sold</b> without necessary liquor permit sighted by the parish.</li> <li>25. Approval for the consumption of alcohol may be withheld at the discretion of the booking officer.</li> <li>26. Approval for the consumption of alcohol, if granted, is <b>NOT</b> to be served to guests under 18 years of age.</li> <li>27. Smoking is <b>restricted</b> to <b>OUTDOOR</b> areas within Government prescribed distances of parish/school buildings.</li> <li>28. The Parish accepts no responsibility for private property left in the hall.</li> <li>29. You will receive an emailed INVOICE – please pay using the Invoice number as your reference and please email proof of payment to <a href="mailto:HallAnnerley@bne.catholic.net.au">HallAnnerley@bne.catholic.net.au</a></li> </ol>
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