ANNERLEY EKIBIN
PARISH

Email: HallAnnerley@bne.catholic.net.au
Address: 616 Ipswich Rd, Annerley

THE BRISBANE ORATORY
IN FORMATION

(Updated: 3 Nov 2025)

Parish Hall Hire Information

The Hall is available for use by individuals and groups for functions that sit well within the Catholic ethos. It is a large hall (396m^2) with a stage and is able to accommodate up to 300 people (dependent on the style of event planned). Tables and chairs are onsite.
Tables: 20 x 8-10 seat (760x1830mm) and 10 x 10-12-seat (760x2420mm)
PLUS 10 x 8 seat (1520 mm) ROUND Tables. Chairs: approx. 300.

The commercial kitchen setup includes stainless steel benches, fridges (2), gas cooktop (6) and oven (90cm), dishwasher, urn and microwave. *(Please note – if any available crockery/cutlery/glassware is used it is the responsibility of the hiree to clean all items back to reusable standard).*

The hall has air-con, stage, dance floor *(8.0 m x 6.5 m*), A/V system (audio, video with built in screen above stage and a microphone). Music can be plugged directly into our speakers for most functions. Fairy lights are installed through the ceiling.

Facilities:

- Large, industrial carpeted Hall with tables and chairs (see above for numbers) (decorations need to be table or floor based and cannot be attached to walls/ceiling). Tables are sturdy but aged and we **strongly recommend** you bring table covers.
- Commercial Fridges will be operating for your cold items/drinks.
- Urn, Microwave, Servery counter
- Toilets – Ladies (3), Men (2) + urinal.
- A/V system (speech, music and powerpoint capability – adapters required for iphone or laptop)
- Stage & Party Lights (incl electronic mirror ball)
- Parking – *36 regular, 2 x Disabled, 2 x 20 min service (can be used for private functions)*

Cleaning Fee:

There are basic cleaning items available for "general" cleaning after a function (vacuum, bench wipes, mop). If the Hall is in a state that requires more than its "normal weekly clean" (ie if food has been walked into the carpets) after your function a separate cleaning fee will be taken from your bond. This amount will depend on the amount of work required. This decision is at the discretion of the parish. It is the hirer's responsibility to tidy after use and remove rubbish into the bins provided. We can only provide 1 x general refuse bin, 1 x recycling and 1 x 10c drink bottle bins. Anything more than this needs to be removed by the Hirer.

Part A: Hall hire rates			
FUNCTION RATES	**FRI-SAT (No SUN bkgs)**	**$ 170*** per hour	*GST Inclusive. (Note: Rates includes carpet cleaning fee).* ** Discounts apply for parishioners (pls discuss with parish office).*
	MON-THUR	**$ 150*** per hour	
		*** FINAL HIRE FEE**	*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 ($400) applies for **failure** to notify when exiting the hall.*
ALL		**$ 450** cleaning fee	*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.*
		$ 1,300 BOND	*Fully refundable **IF** no extra clean, misuse of bins, excess rubbish, lost key, crockery breakage or general damage is detected.*
CANCELLATION POLICY	**> 8 Wks**	**$ 100**	*Admin charge*
	< 8 Wks	**% of hire – see application form**	*Late cancellation fee incl admin charge*

CIGARETTES / VAPES / E-CIGARETTES ARE RESTRICTED TO OUTDOOR AREAS

WITHIN GOVERNMENT PRESCRIBED DISTANCES (ie Ipswich Rd or Carpark).

- No access is allowed to school playground area or any school area.
- A Hire Agreement form is required. (A completed application form does not guarantee that the booking can be accepted).
- Payment, including bond, is required prior to the event. A tax invoice will be emailed.
- Key collection & a short orientation/safety session will be made the week of the booking. Lost keys require replacing from the security bond.
- Toilets are fully stocked with supplies.

PLEASE ENSURE YOUR GUESTS DO NOT PARK

ACROSS MARKED GATE AREAS (FIRE REGULATIONS).

Extra parking can be found in Chester Rd and Ferndale St.
Food and equipment can be dropped off at the kitchen (marked off area near brown slats) and this area can be opened from outside – although initial access to hall will be required from a main door.
Please be mindful of our neighbours and keep music/noise levels acceptable. Music should finish by midnight.
Children must be supervised at all times and should not be in the kitchen or on the stage without direct supervision. Children are prohibited from touching the lighting ipad or any of the sound equipment.

Contact:
Church Office - (Mon, Wed, Fri - 9am to 1pm)

3848 1107

(or **0497 944 560** during your ***"out of hours"*** hire)

Property Manager private ph -0407 357 579 (***urgent*** situations only **during** hire **IF** the above mobile does not respond)