



## St Francis of Assisi Hall Hire Hire Agreement/Conditions of Hire

47 Dornoch Tce, West End Qld 4101

T (07) 3844 2744 | Email: [stitaspar@bne.catholic.net.au](mailto:stitaspar@bne.catholic.net.au) | Website: [www.duttonparkcatholic.org.au](http://www.duttonparkcatholic.org.au)

### Hirer's Details

Contact Name: First Name: \_\_\_\_\_  
Last Name: \_\_\_\_\_  
Name of Organisation (if applicable): \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: Mobile: \_\_\_\_\_ Home/Work: \_\_\_\_\_  
Email: \_\_\_\_\_

### Facility to be Hired

☐ Hall & Kitchen ☐ Hall only ☐ Meeting Room & Kitchen ☐ Meeting Room only

Date Hall is required: \_\_\_\_/\_\_\_\_/\_\_\_\_ (Day/Month/Year)

Time Access Required: \_\_\_\_\_ AM / PM (Please note earliest access time is 7am on day of hall hire)

Starting time of function: \_\_\_\_\_ AM / PM Finishing time: \_\_\_\_\_ AM / PM (no later than 12am)

Type of Function: \_\_\_\_\_ Approx. Number of Guests: \_\_\_\_\_

### Alcohol

Is Alcohol to be consumed? ☐ YES ☐ NO

Is Alcohol to be sold? ☐ YES ☐ NO

If Alcohol is being sold a Liquor Permit is required. **Please read clause 27 of Terms & Conditions of Use**

### Catering / Food Preparation

Does the Event have Catering or Food Preparation? ☐ YES ☐ NO

Caterer: \_\_\_\_\_ Contact No: \_\_\_\_\_

Hall Charges (Note – all prices listed herein are subject to change)

<input type="checkbox"/> Option 1	Full Day Hire of Hall on a Saturday or Sunday Where food preparation, cooking and/or serving will take place	\$450.00
<input type="checkbox"/> Option 2	Half Day Hire	\$250.00
Security Bond	A refundable security bond is required for all bookings and confirmation of your booking will be made once the security bond is paid. This fee will not be refunded earlier than two (2) weeks after your function and only after extra charges (cleaning, breakage, etc) have been determined.	\$200.00

I the Hirer, agree that I / the nominated organisation/group shall be bound by and shall observe, the terms and conditions attached and that such terms and conditions shall be deemed to be part of this Agreement and the I / the organisation/group shall promptly and punctually pay to The Dutton Park Parish all monies which may become payable in respect of the facility hire and this Agreement.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**KEYS FOR THE HALL are to be collected from the Parish Office (unless alternative arrangements are in place)**

**One (1) or two (2) working days prior to your function (before 2:00pm). KEY RETURN is as instructed by office staff on the day of collection.**

### Bank Account details for Dutton Park Parish are:

BSB: 064-786

Acc No: 006 226 001

Acc Name: Dutton Park Catholic Parish

Ref: last name (or company) and date of function

Office Use Only	Payment
Security Bond Invoice	
Hall Hire Invoice	
Notes	



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### **Conditions of Hire**

#### **1. Application**

- a. Applications for use of the St Francis Hall are made by completing the Facility Hire Agreement supplied.
- b. Charges for use of the Facility must be paid as follows: \$200 Bond at time of booking, Hall hire fee 1 week prior to function.
- c. A signed Facility Hire Agreement is conclusive evidence that the Hirer accepts these conditions of hire.
- d. The right to accept or refuse the application is at the discretion of the Booking Officer.
- e. In the event that this application is rejected, all monies paid will be refunded immediately.

#### **2. Cancellation**

- a. The Hirer may cancel its booking by written notice to the booking officer at any time before the hire date.
- b. All monies will be refunded to the Hirer upon receiving written notice of the cancellation less \$20 cancellation fee.
- c. The Booking Officer may cancel the booking by written notice to the Hirer at any time before the date of hire if the Booking Officer becomes aware that any event, good or service proposed to be held or provided by the Hirer is objectionable, dangerous, is prohibited by law or would be otherwise be detrimental to the organisation.

#### **3. Hirer's Liability**

- a. The Hirer must pay a bond of \$200 to the Booking Officer upon acceptance by the Booking Officer of the Hirer's application.
- b. The Hirer must not do or allow to be done on or in relation to the facility anything which may or does cause damage.
- c. Nothing is to be attached to the walls, floors, curtains or any part of the buildings, nor shall signs, scenery etc be erected without the express permission of the Booking Officer.
- d. The bond will be refunded in full provided that no damage is done to the Hall and the surrounding property is left clean and tidy. Costs of any excess cleaning, damages or any type, loss of equipment, or unauthorised use of equipment, is to be recovered from the Bond prior to any refund. If the Bond does not cover these costs, an invoice for the excess charges will be forwarded to the hirer.
- e. Should any damage occur, the booking officer's assessment shall be final.
- f. Should the Hirer lose the keys and replacement locks be necessary, liability for this cost will rest with the Hirer.

#### **4. Disputes**

- a. In the case of any disputes arising, the decision of the organisation will be final.

#### **5. Condition of the Facility**

- a. The organisation makes no warranty or representation to the Hirer about the condition of the Facility or its suitability for the Hirer's purpose.
- b. The Hirer acknowledged that they have inspected the Facility and warrants that it's suitable for the Hirer's purpose.
- c. The condition of the Facility should be left in the same condition as the Hirer found it noting:



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- Chairs are to be stacked neatly by colour/shape. • Chairs are to be returned to side of hall. Tables are to be wiped down and returned to the storage cupboards. Please do not drag these items across the floor.
- All personal items and decorations must be removed.
- All rubbish is to be removed from the Facility and placed in designated council bins outside of hall. No waste rubbish is to be placed in recycling bins. Ensure that only recycling rubbish is placed in those bins..
- Toilets are to be cleaned and swept.
- All external doors are to be locked. All doors and windows are to be closed and locked. Ensure that lock on rear glass door is left in the 'locked' position. Ensure that all door bolts on front doors are fully closed.
- Lights – must be turned off and Main Switch moved to the 'off' position before locking up the hall.

### 4. Use of the Facility

#### General

- a. The Hirer must not breach any of these Conditions of Hire.
- b. Use of the Facility by the Hirer is at the risk of the Hirer at all times.
- c. The organisation will not be responsible for the acts or omissions of contractors engaged by the Hirer. It is recommended that Hirer ensures all contractors have public liability insurance.
- d. No sales of any kind are permitted without prior approval.
- e. Sub-letting of the Facility is not permitted.
- f. Persons authorised by the Booking Officer shall at all times be entitled to free access to all parts of the building.
- g. The Hirer is aware that the Facility is in a residential area and that all persons attending the Facility must refrain from any behaviour which could be reasonably construed as disturbing the neighbours or infringing on a person's property and/or rights.
- h. The Hirer of the Facility and guests are confined to the Facility and its accompanying amenities, this does not extend to any other property owned by the organisation.
- i. Guests are asked to park in the organisation's car park (at 59 Dornoch on grassed area only and not blocking house parking) or in the street.
- j. The organisation accepts no responsibility for private property left in the Facility.
- k. Should the Hirer wish to decorate the premises, the Hirer shall make the necessary arrangements with The Parish and shall, immediately after the function, or at a time agreed upon by The Community, remove all such decorations. **No nails, pins, blu tack or sticky tape is to be used in or on walls, partitions or doors.** The use of any item causing damage or marks will result in repair costs being recovered from bond.
- l. Hirers and exhibitors and participants must abide by the regulated parking restrictions in force around the subject venue.
- m. The Hirer shall ensure all EXITS remain clear and EXIT Signs must not be obstructed.
- n. Fire Extinguishers are provided for hall hirers in emergency situations that require their use. If, during the period of hire, it is found that the extinguishers have been inappropriately used, the hirer will be responsible for the cost of recharging the fire extinguisher(s) and any damage caused by its use. If, during the course of the hire, it is necessary to use a fire extinguisher, it is requested that the hirer advise The Parish of the event.
- o. The Hirer shall comply in every respect with legislation, Codes or Australia Standards, with regard to public buildings, for the prevention of overcrowding and obstruction of gangways, passages, corridors, Fire Exits or of any part of the building. Any person causing an offence against such regulations shall be removed from the building. Copies of Codes or Australian Standards may be purchased through the Standards Australia website.



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p. Use of the microphone and sound system are included in the hire fee. Instruction steps must be followed when turning on and off.

p. The driveway is to be kept clear at all times to allow Emergency vehicles entrance. All vehicles must be removed immediately after allowing passengers to alight. **No double parking** in the car park, otherwise cars will be towed away at owner's expense.

### Kitchen Facilities

- a. If Kitchen Facilities are to be used, all appliances must be left in a clean and tidy condition. All glassware, crockery and other equipment is to be thoroughly cleaned and dried before storing; failure to do so will incur a cleaning charge payable by the Hirer.
- b. No food or drink may be left in the Facility and/or accompanying amenities.
- c. All rubbish must be removed from the Facility and placed in the appropriate bins.
- d. Refrigerator is to be left on.
- e. All Caterers' equipment, musical instruments and other equipment used for the function are to be removed from the building immediately after the function has concluded.

### Planned Activities/Entertainment

- a. Any planned activities or entertainment must be submitted for approval prior to the hiring period.
- b. Entertainment that is not in keeping with the values and standards of the organisation will not be permitted.
- c. Noise must be contained within the requirements of the council. Music must cease at midnight on Fridays and Saturdays, 10:00pm on Sundays and 11:00pm on all other days. The property and surrounding grounds are to be vacated by 1am. No music is to be played whilst cleaning up is being done.
- d. It is the responsibility of the Hirer to obtain any necessary permits from the relevant authorities as required for planned activities.

### Alcohol

- a. Approval for the consumption of alcohol may be withheld at the discretion of the booking officer.
- b. Under no circumstances shall liquor be sold until approval from the booking officer has been obtained and the necessary liquor permit is sighted at the time of obtaining the key to the facility and payment of the bond. A Liquor Permit is to be obtained for a function being conducted where alcohol is being sold on site. A copy of such Permit shall be displayed in the Bar whilst the function is in progress and a copy of the Permit is to be submitted to our office staff prior to the hire. A Liquor Permit Application must be submitted 21 days prior to the event to the liquor licensing office in the locality of the function.
- c. Normal liquor regulations apply. Alcohol is not to be served to guests under 18 years of age.

### Smoking

- a. Smoking is not permitted in the Facility nor on parish grounds.



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### SCHEDULE 1 NOISE REGULATIONS

1. Brisbane City Council by-laws and police requirements shall be adhered to by the Hirer, their guests and servants.

2. If a fine is imposed on The Parish, this will be passed on to the hirer. **Any amount that it may be.**

The things you must do to ensure that you, your guests and your musicians **meet the above noise limits:-**

- Be considerate of the neighbourhood - it is a residential area;
- Keep amplified music to a reasonable level, at all times and cease all amplified music at **12:00 midnight**;
- Set up loudspeakers so that they face away from outside walls of the Hall;
- When playing amplified music ensure basses are not turned unreasonably low - avoiding "thumping";
- Turn the music down when using the PA system so that the PA system noise level does not have to be turned up (above the music level) unnecessarily;
- Do not turn up the noise level of PA system unreasonably and cease the use of the PA system at 12:00 midnight;
- When arriving or leaving the function, do not idle your car engine longer than necessary either in the car-park or in the (street) front of the premises;
- Be considerate and don't slam car doors or have loud conversation or generally loiter in the car-park or in the (street) front of the premises;
- Children must be under adult supervision at all times;
- When cleaning the Hall after the function, observe the above guidelines and place the rubbish into the bins provided quietly – not causing breakage of glass bottles, throwing bags, etc.

### Schedule 2 Kitchen and Hall Procedures

ITEM	PROCEDURE
1. REFRIDGERATOR	All items to be removed and must be switched off after completion.
2. DISHWASHER	Food must be rinsed off plates & cutlery before being placed in the dishwasher. Follow instructions for operation of dishwasher.
3. ELECTRIC OVEN	Must be switched off & cleaned after use
4. STOVE & GRILL	Must be switched off & cleaned after use
5. CUTLERY – Knives, Forks & Spoons	Must be washed, dried and put back in their respective trays.
6. CROCKERY – Plates all sizes & Cups	Must be washed, dried & put back into their respective places
7. JUGS	Must be washed and placed back where they were originally.
8. GLASSES – Water & Wine	Must be washed and put back into place.



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### 9. RUBBISH DISPOSAL

Rubbish must be placed in council bins outside hall.

Cartons must be collapsed and placed neatly in bin. Excess rubbish must be removed from site. **DO NOT PUT FOOD WASTE in Yellow Lid Recycle bin.**

### 13. CHAIRS & TABLES

No furniture is to be left outside of the hall.

Chairs must be stacked at side of hall.

Tables folded and placed in cupboard.

### 14. LIGHTS

All lights & fans in hall are to be turned off, including kitchen, toilets and hallways.

Main Switch must be turned off.

### 15. DOORS

Check all exterior doors are locked correctly when leaving.