

Conditions for Hire of St Mary's Hall / Buckley Room

1. Applications for use of St Mary's Hall / Buckley Room must be made in writing on the form supplied.
2. A bond of **\$500 for the Hire of the Hall, (\$1000 if alcohol is consumed)** and \$250 for the hire of the Buckley Room, must be deposited with the Parish Manager prior to the function and will be refunded in full provided that no damage is done to St Mary's Hall / Buckley Room and facilities, and the surrounding property is left clean and tidy. Should any damage occur, the Hall Access Member's assessment shall be final.
3. Charges for the use of the facilities must be made at the time of the booking, or in the case of ongoing use, by arrangement with the Booking officer. If cancelled the booking fee will not be refunded.
4. Nothing is to be attached in any manner to the walls, floors, curtains or any part of the buildings, nor shall any signs, scenery etc. be erected without permission from the Booking Officer.
5. The right is reserved to refuse to let the facilities at the discretion of the booking officer, in which case all monies paid will be refunded.
6. The Parish makes no warranty or representation to the Hirer about the condition of St Mary's Hall / Buckley Room 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. 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.**
8. The Parish will not be responsible for the acts or omissions of contractors engaged by the Hirer. It is recommended Hirers ensure all contractors (e.g. caterers) have public liability insurance.
9. If Kitchen facilities are to be used all appliances must be left in a clean and tidy condition. No food or drink may be left in the refrigerators and all bottles and rubbish must be removed from the premises. Please ensure that all furniture is returned to its original place. All external doors must be locked.
10. No sales of any kind are permitted without prior approval.
11. Sub-letting of facilities is not permitted.
12. In case of any disputes arising, the decision of the Parish Priest or Hall Committee member will be final.
13. Noise (music etc.) must be contained within the requirements of the Shire Council. Additionally, music must cease at 11.00pm.
14. The Hirer of St Mary's Hall / Buckley Room and guests are confined to the Hall / Buckley room itself. This does not extend to the rest of the Parish property including the School and Playground.
15. The Hirer is aware St Mary's Hall / Buckley Room is in a residential area and that all persons attending St Mary's Hall / Buckley Room must refrain from any behavior which could reasonably be construed as disturbing the neighbours or infringing on a person's property and / or rights.
16. Under no circumstances shall liquor be sold until approval from the Booking Officer has been obtained and the necessary permit is sighted at the time of booking.
17. Normal liquor regulations apply. Alcohol is not to be served to guests under 18 years of age.
18. Approval for consumption of alcohol may be withheld at the discretion of the booking officer.
19. Hall patrons are requested to park on the street. There is one reserved park for direct hall access but no parking is allowed on the driveway. Buckley Room patrons have access to limited parking in the yard otherwise street parking is available.
20. Smoking is not permitted in St Mary's Hall / Buckley Room.
21. The Parish accepts no responsibility for any property left in St Mary's Hall / Buckley Room.