

ST THOMAS MORE'S HALL

GENERAL: The hall *is* available free of charge for church and school functions provided all care is taken to keep the hall clean and tidy. Breakages and damage must be paid for by the individual groups. These have preference over other hall bookings provided they do not clash with regular bookings or prior confirmed bookings.

RULES OF USE OF THE HALL:

1. Bookings made at the parish office during business hours.
2. Public bookings confirmed only on payment of hiring charge/bond and the issue of a receipt.
3. Keys collected from parish office during business hours either day before hire or on Friday after 4pm if a weekend booking. Strictly NO access permitted for weekend bookings until after 4pm of the Friday before.
4. **All noise must be kept to a minimum and must be reduced at 10pm. (Council & Dept of Environment & Heritage instructions) and cease at midnight. Loud DJs and Rock Bands are not permitted.**
5. No food or drink allowed on the carpeted area. No decorations on walls or ceiling. Pots are provided at the side doors for the use of smokers. **NO SMOKING IN HALL**
6. **Damage to the hall floor may carry consequences for bond repayment. PLEASE DO NOT DRAG FURNITURE ACROSS THE FLOOR.**
7. Hall to be cleaned at conclusion of hire with equipment and detergent supplied in the hall.
 - **chairs and tables (upside down) to be stacked and returned to the back of the hall. PLEASE DO NOT DRAG TABLES AND CHAIRS ACROSS THE POLISHED FLOOR.**
 - floor swept and washed if necessary
 - utensils washed, dried and returned to the correct place in the cupboards.
 - kitchen cleaned - washed if necessary
 - bins emptied, washed and left draining
 - all rubbish, bottles etc to be removed - bins & drums for bottles at rear of hall
 - all lights to be turned out
 - windows and doors locked
 - any missing items from the hall must be replaced or paid for
8. Keys returned to parish office on next day of business
9. Deposit returned following inspection of hall
10. All breakages and damage to be paid for. If hall is not satisfactorily cleaned then a minimum charge of \$50 will be made for the first hour of cleaning and \$20 per hour there after.
11. If a cancellation occurs 14 days or more before the date of hiring then all monies will be refunded. A cancellation occurring less than 14 days before the hired date will result in a 75% refund of hiring charge and 100% refund of deposit.
12. Regular bookings of a minimum of two (2) hours per session must be paid quarterly in advance.
13. Hall patrons are asked to park their cars up in the school grounds, the grassed area below the sports complex, when booking of the hall coincides with Mass (6pm Saturday).
14. **The hirers of the hall shall be responsible for the conduct of all persons in and around the hall during the period of their hire including contractors engaged by the hirers and shall indemnify the owner of the hall against all claims of any kind by or on behalf of any person whether based on negligence or otherwise. If any of the conditions of the hall are not adhered to the bond will be forfeited.**

The conditions of hall hire are understood and accepted:

Signed: _____ Date: _____ Date Hall Booked: _____