

The Anglican Parish of Drouin

Christ Church Drouin

Parish Office: 5625 4121

Max Hine: 5625 3377

Hire of Hall and Facilities as at 1 August 2017

Please note:

NO SMOKING MACHINES ARE TO BE USED DURING THE TIME OF HALL HIRE. If the fire alarm is set off the hirer will incur the fire brigade costs.

***THE PARISH RESERVES THE RIGHT TO REFUSE APPLICATIONS FOR
18th & 21st BIRTHDAY PARTIES**

Hire of Parish Hall : \$100 for the first 3 hours (for full use of all facilities) and then \$25/hour for further time.(with a “daily cap” of \$200 for the day)

Hire of Maxfield Hall: \$35 for the first three hours, and then \$10/hour for further time (with a daily cap of \$75 for the day)

Hire of Meeting Room: \$35 for the first three hours, and then \$10/hour for further time. (with a daily cap of \$75 for the day)

Bond : A bond of \$100 is required to confirm all bookings. This is refundable on return of keys and if the hall is left in an acceptable state. If the hall is not left in an acceptable state, the bond will be used as a cleaning charge.

Insurance: Please note if the function involved is to earn an income those hiring the hall must produce their **own insurance**. A copy of your Organisation’s Public Liability Insurance certificate should accompany the payment in order to confirm your booking.

Or If you do not have this insurance coverage, you can apply to the Parish to have insurance coverage provided by the Gippsland Diocese for an extra \$25 if it is a non for profit function

An application form needs to be completed, signed and submitted to the Parish Committee of Management for approval. Once the Committee signs off on an application approval will be notified.

Key and Payments : The total payment for Hall Hire & Bond is to be paid in advance or at the time of collecting the keys from the Office during Office hours.

All doors must be locked on vacating the Hall

Hall Cleaning:

All floors must be cleaned after use. Vacuum cleaner is available

Parquetry Floor— *Please sweep floor after event. Do not mop the floor!*

Please take special care of the floor. If moisture is spilt on the floor— wipe clean with a damp cloth and make as dry as possible.
People Slip on wet spots.

Toilets: Make sure that toilets have been flushed and are clean at the end of the function and lights have been switched off.

Lights: Please make sure all lights have been turned off on switch board.
DO NOT SWITCH OF THE MAINS SWITCH.

Rubbish Please empty all general rubbish and recycle bins to external shire rubbish wheelie bins at end of function

Fire Exits must be kept clear at all times



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To: The Parish Committee of Management
Application to Hire Parish Hall

Nature of hire / use.....

Date Required

Name of Hirer.....

Insurance required

Phone contact.....

Address /email.....

.....

Key No issued:.....

Returned:.....

Signed.....

Date.....

Office use only

Approval given.....

Signed.....date