

The Anglican Parish of Drouin Christ Church Drouin

Parish Office phone: 5625 4121

e: office@anglicanparishdrouin.org.au

Hire of Parish Hall and Facilities as at 20/9/2018

NB: NO SMOKING MACHINES TO BE USED DURING ANY 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 and 21st birthday parties.

Bond : A bond of \$100 is required to confirm all Parish Hall 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, you must provide a copy of your Organisation's current Certificate of Currency. This needs to accompany the payment in order to confirm your booking. If you do not have insurance coverage, and it is a not for profit function, you may apply, well in advance, to the Parish Office to have insurance coverage provided by the Gippsland Diocese for an extra \$25.

An application form and a finance form need to be completed, signed and submitted to the Parish Office for approval, the hirer will be notified once approved.

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.

Office hours: Wed & Thurs 9am-4pm

All doors must be locked on vacating the Hall

Large double door fridge: If you require the use of this fridge you will need to turn the power on at the wall and then switch off at the end of the session, wipe out and leave door ajar as you found it.

Hall Cleaning:

All floors must be cleaned after use. A vacuum cleaner is available

Parquetry Floor— Please sweep floor after event.

Please take special care of the Floor. If moisture is split on the floor—wipe clean with a damp cloth and make as dry as possible. People Slip on wet spots. **Do not mop the floor.**

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

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.

Fire Exits—must be kept clear at all times

Garbage - all garbage must be removed—Bins are located at rear entrance of parish hall in laneway

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Application to Hire Hall

Parish Hall

Maxfield Hall

Nature of hire / use.....

Date RequiredTime required.....

Name of Hirer.....

Insurance required Yes..... No.....

Phone contact.....

Address /email

Hall Hire fee paid.....cash.....chq.....bank

BSB : 033620 Account: 330888

Account Name: Drouin Anglican Church Parish Account

Office use only

Approval givenKey No issued:.....

Signed.....date