**The Anglican Parish of Drouin**

**Christ Church Drouin**

Parish Office phone: 5625 4121

e: office@anglicanparishdrouin.org.au

**Hire of Parish Hall and Facilities**

**NB: No smoking machines to be used ever in the hall.**

**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. 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.

Also check that the 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 available at the Lane way Hall entrance

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**Application to Hire Hall: Parish Hall Maxfield Hall**

Nature of hire / use………………………………………………………....

Date Required ………………………Time required…………………………....

Name of Hirer……………………………………………………………….

Insurance required Yes…………. No………….

Phone contact……………………………………………………………….

Address /email …………………………………………………………….………….

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

**Account Name:** Drouin Anglican Church Parish Account

**BSB:** 033620 **Account:** 330888

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**Office use only**

Approval given ……………………………Key No issued…………

Signed…………………………………. Date ……………………

Key Returned………………

Signed………………………………… Date …………………………….