

St John the Apostle Catholic Community

25 Blackham Street HOLT ACT 2615

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1. This Agreement is made between: St John the Apostle Parish and ("User")

2. The Parish agrees to allow the User the use of the Parish Centre

25 Blackham Street Holt on:

Day: _____ Date: _____

Starting time: _____ Finishing time: _____

3. The User acknowledges that whilst the Parish does not charge a hiring fee for use of the Parish Centre a donation to the Parish to cover electricity and maintenance costs is appreciated. [Refer to the policy document for the suggested fee schedule.]

4. The Parish is not liable to the User for any loss suffered by the User arising out of the User's use of the Parish Centre. The User releases the Parish from any claims, demands, actions, costs and expenses arising out of, in connection with or caused by the User's use of the Parish Centre.

5. The User indemnifies the Parish from and against all claims, demands, actions, costs and expenses arising out of, in connection with or caused by the User's use of the Parish Centre.

6. The User acknowledges that people attending their function are not covered by St John the Apostle public liability insurance. it may be necessary for them to take out a public liability insurance policy to cover event. In this eventuation the user will provide a Certificate of Currency to the Parish prior to commencement of the use period. The User agrees to the policy in force for the duration of the hire period. [The Parish may exempt the user].

7. The User agrees to reimburse the Parish for the full cost of repairing any damage caused to the Parish Centre or facilities during the use period.

8. The User agrees to notify the Parish of all injuries or damage arising out of the User's use of the Parish Centre within 7 days of becoming aware of the injury or damage.

9. The User agrees to abide by the conditions for use of the Parish Centre.

a. Signed by the User/ Signed by a duly authorised office of the User:

Name: _____

Address: _____

E-Mail address: _____

Contact phone number: _____

Date: _____

b. Signed by the Parish Priest or representative for the Parish:

Name: _____

Address: **25 Blackham Street HOLT ACT 2615** _____

Date: _____

Suggested Donation:

One Event Use

- Parishioners contributing to Planned Giving \$ 75.00
- Parishioners not contributing to Planned Giving \$150.00

Payment to be made at the time of booking.

CONDITIONS FOR HIRE OF THE PARISH CENTRE

1. Applications for use of the Parish Centre must be made in writing on the form supplied.
2. We do not hire out the Parish Centre, however we do allow parishioners to use the centre for private functions. Whilst there is no fee for the use of the room a donation to cover the cost of electricity and wear and tear of the room etc. is appreciated. Any damaged done to the building the user will be expected to bear the cost of the repairs. Arrangements for access to the building can be made at the time of booking.
3. A donation for the use of facilities can be paid at the time of making the booking, or, in the case of ongoing use, by arrangement with the parish office.
4. Nothing is to be attached in any manner to the walls, floors or any part of the buildings, nor shall signs, scenery, etc. be erected without the permission of the parish.
5. Users must not knowingly use the Parish Centre or any part of the Parish Centre for any purpose which is inconsistent with the teachings of the Catholic Church. Doing so will automatically terminate the use agreement.
6. The right is reserved to refuse the use of the facilities at the discretion of the parish. Included in the use are and may be used by the User: tables, chairs, fridge, stove, urn, air conditioning [cooling and heating].
7. The Parish makes no warranty or representation to the User about the condition of the Centre or facilities or their suitability for the User's purpose. Further, the User acknowledges that they have inspected the facilities and warrants that the facilities are suitable for the User's purpose.
8. It is the responsibility of the User 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.
9. The Parish will not be responsible for the acts or omissions of contractors engaged by the User. It is a requirement of the Archdiocese of Canberra and Goulburn that Users ensure all contractors (e.g. caterers, disc jockey) have public liability insurance.
10. 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 fridge and all bottles and rubbish must be removed from the premises. Please stack chairs in groups of 10 and return to the side wall of the Centre. Toilets must be cleaned and swept. All external doors must be locked.

11. Sales and commercial use of the facilities of any kind are not permitted.
12. Sub-letting of Parish Centre or any facilities is not permitted.
13. In case of any disputes arising, the decision of the Parish Priest shall be final.
14. Noise (music etc.) must be contained within the regulations of noise restrictions. Additionally, music must cease at 10:00pm on weekdays and 11.00pm on weekends.
15. Use during weekends:
Saturday booking must be between
 - 10.00am-4.00pm, in non-daylight savings months, (the carpark must be vacated by 4.00pm to allow parishioners access for the 5.00pm Vigil Mass)
 - 11:00am – 5:00pm, in daylight savings months (the carpark must be vacated by 5.00pm to allow parishioners access for the 6.00pm Vigil Mass)
 - or 7.00pm - 11:00pm.
 - Sunday bookings must start at 12.00pm (to allow parishioners to vacate after the 10.00am mass).You are able to access the Centre at an earlier time in order for you to set up and decorate prior to the event/booking. Please contact the Parish Office a couple of days before your booking to organise key pick up.
16. The User of the Parish Centre and guests are confined to the Centre and its accompanying facilities.
17. The User is aware that the Parish Centre is in a residential area and that all persons attending the Centre must refrain from any behaviour which could be reasonably construed as disturbing the neighbours or infringing on a person's property and/ or rights.
18. Under no circumstance shall liquor be sold.
19. Normal liquor regulations apply. Alcohol is not to be served to guests under 18 years of age.
20. Approval for the consumption of alcohol may be withheld at the discretion of the parish.
21. Smoking is not permitted in the Parish Centre.
22. The Parish accepts no responsibility for private property left in the Parish Centre.