



Conditions of Hire

Hire of Parish Hall, 2 McNeil Street, Peppermint Grove WA 6011

1. Application

- a. Applications for use of the Cottesloe Parish Hall are made by completing the Booking Request Form and confirmed upon signing the Facility Hire Agreement.
- b. Charges for use of the Facility must be paid at the time of signing the Facility Hire Agreement or, in the case of ongoing use, by arrangement with the Parish Priest.
- c. A signed Facility Hire Agreement is conclusive evidence that the Hirer accepts these Conditions of Hire.
- d. The right to accept or refuse the application is at the discretion of the Parish Priest.
- e. In the event that this application is rejected, all monies paid will be refunded.

2. Cancellation

- a. The Hirer may cancel its booking by written notice to the Parish Office at any time before the hire date.
- b. All monies except for the booking fee will be refunded to the Hirer upon receiving written notice.
- c. The Parish Priest may cancel the booking by written notice to the Hirer at any time before the date of hire if the Parish Priest becomes aware that any event, goods or service proposed to be held or provided by the Hirer is objectionable, dangerous, prohibited by law, not in keeping with the values of the Catholic Church, or would be otherwise detrimental to the organisation.

3. Hirer's Liability

- a. The Hirer must pay a bond of \$200 to the Parish Office upon acceptance by the Parish Priest of the Hirer's application.
- b. The Hirer must not do or allow to be done on or in relation to the facility anything which may or does cause damage.
- c. Nothing is to be attached to the walls, floors, curtains or any part of the building, nor shall signs, scenery etc be erected without the express permission of the Parish Priest.
- d. Extreme care should be taken to ensure decorations do not present a fire hazard.
- e. The bond will be refunded in full provided that no damage is done to the Hall and the surrounding property, and it is left clean and tidy.
- f. 'Damage' is considered as breakages that impair the value, usefulness or normal function of the Facility. A requirement of additional cleaning is also considered under 'damage' in these terms and conditions.
- g. Should any damage occur, the Parish Priest's assessment shall be final.
- h. Should the Hirer lose the keys and replacement locks be necessary, liability for this cost will rest with the Hirer.



4. Disputes

- a. In the case of any disputes arising, the decision of the Parish Priest will be final.

5. Condition of the Facility

- a. Cottesloe Parish makes no warranty or representation to the Hirer about the condition of the Facility or its suitability for the Hirer's purpose.
- b. The Hirer acknowledges that they have inspected the Facility and warrants that it is suitable for the Hirer's purpose.
- c. The condition of the Facility should be left in the same condition as the Hirer found it noting:
 - All additional items belonging to the Hirer are to be removed from the Facility.
 - All rubbish is to be removed from the Facility.
 - Chairs are to be stacked neatly by colour/shape.
 - Tables which have been moved are to be returned to their original position.
 - Toilets are to be left in a reasonable state. Paper towels and toilet paper is to be disposed of properly and not left on the floor.
 - All lights are to be turned off.
 - All external doors are to be locked.

6. Use of the Facility

General

- a. The Hirer must not breach any of these Conditions of Hire.
- b. Use of the Facility by the Hirer is at the risk of the Hirer at all times.
- c. Cottesloe Parish will not be responsible for the acts or omissions of contractors engaged by the Hirer. It is recommended that the Hirer ensures all contractors have public liability insurance.
- d. No sales of any kind are permitted without prior approval.
- e. Sub-letting of the Facility is not permitted.
- f. Persons authorised by the Parish Priest shall at all times be entitled to free access to the main room of the Parish Hall and kitchen.
- g. The Hirer is aware that the Facility is in a residential area and that all persons attending the Facility must refrain from any behaviour which could be reasonably construed as disturbing the neighbours or infringing on a person's property and/or rights.
- h. The Hirer of the Facility and guests are confined to the Facility and its accompanying amenities. This does not extend to any other property owned by Cottesloe Parish.
- i. Guests are asked to park in Cottesloe Parish's car park or in the street. Parking on the lawn or nature strip is not permitted.
- j. The organisation accepts no responsibility for private property left in the Facility.

Kitchen Facilities

- a. If Kitchen facilities are to be used, all appliances must be left in a clean and tidy condition.
- b. No food or drink may be left in the Facility and/or accompanying amenities.
- c. All rubbish must be removed from the Facility and placed in the appropriate bins. Cartons or boxes are to be removed from the premises and not to be put in the Parish's recycle bin.
- d. Fridge is to be left on.
- e. No food or drink that does not belong to the Hirer is to be removed or consumed from the fridge.



Planned Activities/Entertainment

- a. Any planned activities or entertainment must be submitted for approval prior to the hiring period.
- b. Entertainment that is not in keeping with the values and standards of Cottesloe Parish and the Catholic Church will not be permitted.
- c. Noise must be contained within the requirements of the council. Music must cease at 10:00pm on all days.
- d. It is the responsibility of the Hirer to obtain any necessary permits from the relevant authorities as required for planned activities.
- e. Glitter, party-poppers and throwing rice are not permitted.

Alcohol

- a. Approval for the consumption of alcohol may be withheld at the discretion of the Parish Priest.
- b. Under no circumstances shall liquor be sold until approval from the Parish Priest has been obtained and the necessary liquor permit is sighted at the time of obtaining the key to the facility and payment of the bond.
- c. Normal liquor regulations apply. Alcohol is not to be served to guests under 18 years of age.
- d. The Hirer is responsible for removing empty or broken bottles from the surrounding outside areas of the Facility.

Smoking

- a. Smoking is not permitted in the Parish Hall.
- b. The Hirer is responsible for removing cigarette butts from the surrounding outside areas of the Facility.