

It is a condition of using this facility that the Centre Caretaker, our maintenance and other authorized staff are entitled to free access to any part of the building during the hiring for occupational health and safety reasons.

FOR OFFICE USE ONLY

<input type="checkbox"/>	Hire \$700 *	\$
	<i>Includes Bond</i>	
<input type="checkbox"/>	Crockery:	
	<i>Basic \$5 per 20</i>	\$
	<i>(breakages \$3 per piece)</i>	
	<i>Complete \$10 per 20</i>	\$
<input type="checkbox"/>	Table cloths \$4 each	\$
	<i>(\$24)</i>	
<input type="checkbox"/>	Set up	
	<i>\$50 per hour per staff member</i>	\$
<input type="checkbox"/>	Total Paid	\$ _____

**registered Parishioner, approved by Fr. Declan*

T/G #.....

Marian Room

Available—
Friday & Saturday, 4pm to 12midnight
Note: premises must be cleaned and vacated by 1am sharp.

Room Hire: \$400**
Bond: \$300**

to cover any damages and is fully refundable

Maximum guests allowed is 90 seated

**price subject to change

A small kitchen is provided free of charge. This is suitable for reheating and preparing foods, making tea and coffee, and dishwashing .

Tables are provided free of charge—long or round (seats 10). The hirer can set these up or if our staff are required to do so, a fee will apply.

Extras

Hire— table set up per hour \$45

Hire tablecloths \$4 ea \$ 4
round (6 only) white cloth

Hire— crockery- basic \$ 5
Cups, saucers, teaspoons, small plates (serves 20)
(breakages \$3 each)

Hire-crockery—complete \$10
Full dinner set, cutlery, glassware (serves 20)
(breakages \$3 each)

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*St. Mary's Parish
Dandenong
(Community Centre New Street)*

Marian Room

Booking Form

Enquiries: Mr Allan Killeen 9792 4884
if phone is unattended please leave message on answer machine
Web: www.stmarysdandenong.org
Email: stmarys@iprimus.com.au
Fax: 9791 7119

Conditions of Hire

1. An official booking form must be completed and signed by the hirer and manager or his authorized representative.
2. The hire fee and bond is required at the time of booking.
3. Notice of cancellation is to be made within 14 days prior to the event otherwise the hirer shall forfeit bond.
4. Confetti, rice and glitter etc. are **banned** at any time on the property otherwise the hirer shall forfeit bond.
5. If any damage takes place to the floors and buildings, its contents or the surrounding buildings or grounds, or neighboring properties, the Centre Caretaker's assessment of the damage shall be taken from the bond or if this is insufficient to meet the cost of such damage, the balance shall be paid by the hirer immediately upon request.
6. The hirer shall leave the hall and approaches in a clean and tidy state and must report any damage caused to the Centre Caretaker.
7. Extra cleaning charges will be added to the hirer's account if the hall is left in an unacceptable state.
8. No alcohol is permitted outside the premises If alcohol is served as part of a ticketed or commercial function, the appropriate liquor license must be obtained by the hirer.
9. The Hirer is required to:
 - (a) Sweep/vacuum area hired
 - (b) Mop any spillage.
 - (c) Bag all rubbish and leave in designated area.
 - (d) Stack chairs and return to storage.
 - (e) Fold tables and return to storage.
10. **The Amenities must be left in the same condition that they were hired in.**
11. **It is a condition of using this facility that the Centre Caretaker, our maintenance and other authorized staff are entitled to free access to any part of the building during the hiring for occupational health and safety reasons.**
12. **Council Law requires that all functions must be finished no later than Midnight. Cleaning must be completed by the 1am lock up time.**

Party Planning Check List

Invitations

Cake

Food

Drinks

Plates

Cutlery

Cups

Serviettes

Table cloths

Decorations

(no glitter)

Balloons

Music

Photos

Booking Form

Booking ***is not*** confirmed until this form has been completed, signed by hirer and caretaker or his authorized representative and ***all*** monies paid.

Name.....

Address.....

Suburb.....Postcode.....

Phone No:Mobile.....

Date of Hire:Access Time:.....

- I agree that the bond may be forfeited to recompense for any damages to property and equipment in the function room during the hire period as disclosed in the "**conditions of hire**".
- I agree to all "Conditions if Hire" set out in this brochure.
- I understand that the Centre Caretaker or his representative reserves the right to terminate the function if the conduct of guests is of an unacceptable nature.
- No disorderly or offensive behavior is permitted in the building or on hall property.
- The Centre Caretaker has the right to exclude or eject any and all objectionable persons from the function on the premises without liability.

SignedDate.....

Insurance

_____ Company _____

Centre Caretaker:

Date: