

*70 Ponyara Road (PO Box 100) Beverly Hills NSW 2209 9554 8155 email:* [*reginaparish@gmail.com*](mailto:reginaparish@gmail.com)

**HIRE AGREEMENT**

1. This Agreement is made between: **Regina Coeli Catholic Parish Beverly Hills**

and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (“Hirer”)

1. The Parish agrees to allow the Hirer use of the Parish Hall from \_\_

to inclusive.

1. The Hirer agrees to pay the Parish the sum of $40 per hour for use of the Parish Hall.
2. The Parish in not liable to the Hirer for any loss suffered by the Hirer arising out of the Hirer’s use of the Parish Hall. The Hirer releases the Parish from any claims, demands, actions, costs and expenses arising out of, in connection with or caused by the Hirer’s use of the Parish Hall.
3. The Hirer indemnifies the Parish from and against all claims, demands, actions, costs and expenses arising out of, in connection with or caused by the Hirer’s use of the Parish Hall.
4. The Hirer agrees to effect public liability insurance for an amount of not less than $10 million per occurrence and to provide a Certificate of Currency to the Parish prior to commencement of the hire period. The Hirer agrees to keep the policy in force for the duration of the hire period.
5. The Hirer agrees to reimburse the Parish for the full cost of repairing any damage caused to the Parish or facilities during the hire period.
6. The Hirer agrees to notify the Parish of all injuries or damage arising out of the Hirer’s use of the Parish within 7 days of becoming aware of the injury or damage.
7. The Hirer agrees to abide by the conditions set out in the **attached** Conditions for Hire of the Parish.

Signed by the Hirer/ Signed by a duly authorised office of the Hirer:

Name:

Address:

Date:

Signed by the Parish Priest for the Parish

Name:

Address:

Date:

**CONDITIONS FOR HIRE OF Regina Coeli PARISH HALL**

1. Applications for use of the Parish Hall must be made in writing on the form supplied.
2. A bond of $400 must be deposited with the booking officer prior to the function will be refunded in full provided that no damage is done to the hall and facilities, and the surrounding property is left clean and tidy. Loss of keys may entail replacement of locks and this will be at the discretion of the booking officer and is at the liability of the Hirer. Should any damage occur, the booking officer’s assessment shall be final.
3. Charges for the use of facilities must be paid at the time of making the booking, or, in the case of ongoing use, by arrangement with the booking officer. A $20 cancellation fee applies to cancelled bookings.
4. Nothing is to be attached in any manner to the walls, floors, curtains or any part of the buildings, nor shall signs, scenery, etc be erected without the permission of the booking officer.
5. The Hirer must not knowingly use the Parish Hall or any part of the Parish Hall for any purpose which is inconsistent with the teachings of the Catholic Church. This Hire Agreement will be terminated if the Hirer is using or has used the Parish Hall or any part of the Parish Hall for any purpose which is inconsistent with Catholic teachings.
6. The right is reserved to refuse to let the facilities at the discretion of the booking officer, in which case all monies paid will be refunded.
7. The Parish makes no warranty or representation to the Hirer about the condition of the Hall or facilities or their suitability for the Hirer’s purpose. Further, the Hirer acknowledges that they have inspected the facilities and warrants that the facilities are suitable for the Hirer’s purpose.
8. It is the responsibility of the Hirer 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. All programs must be submitted for approval prior to the hiring period.
9. The Parish will not be responsible for the acts or omissions of contractors engaged by the Hirer. It is recommended that Hirers ensure all contractors (eg caterers) have public liability insurance.

9A. If the Hirer intends to provide services in the Hall for which the Hirer requires a valid Working with Children Check (**WWCC**) under the *Child Protection (Working with Children) Act 2012* (NSW) and *Child Protection (Working with Children) Act Regulation 2012* (NSW), the Hirer undertakes that the Hirer and/or any employees, volunteers or contractors engaged by the Hirer have obtained a valid WWCC.

1. 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 cool room and all bottles and rubbish must be removed from the premises and placed in the appropriate bins. Please stack chairs in groups of 6-8 in order of colour and shape and return to the storeroom. Toilets must be cleaned and swept. All external doors must be locked. Do not turn off the cool room.
2. The Hirer is NOT permitted to access the area inside the partitions deemed as “Outside School Care”. Except to access the kitchen and toilets. They are not to touch or use anything in this area. Breach of this point will result in the bond being kept.
3. Persons authorised by the bookings officer shall at all times be entitled to free access to all parts of the building.
4. No sales of any kind are permitted without prior approval.
5. Sub-letting of Parish Hall or any facilities is not permitted.
6. In case of any disputes arising, the decision of the Parish Priest shall be final.
7. Noise (music etc) must be contained within the requirements of the City Council. Additionally, music must cease at midnight on Fridays and Saturdays, 10.00pm on Sundays, and 11.00pm on all other days.
8. The Hirer of the Parish Hall and guests are confined to the Hall and its accompanying facilities and this does not extend to the school and playground.
9. The Hirer is aware that the Parish Hall in a residential area and that all persons attending the Hall must refrain from any behaviour which could be reasonable construed as disturbing the neighbours or infringing on a person’s property and/ or rights.
10. Under no circumstance shall liquor be sold until approval from the booking officer has been obtained and the necessary liquor permit is sighted at the time of obtaining the Hall key and payment of the bond.
11. Normal liquor regulations apply. Alcohol is not to be served to guests under 18 years of age. The Hirer agrees to safe and responsible consumption of alcohol, if it is being served.
12. Approval for the consumption of alcohol may be withheld at the discretion of the booking officer.
13. Please note that Parish and school grounds are generally secured and access is only available at agreed times. Parish patrons are requested to park in the Church car park or in the street, but not on the lawn or nature strip in front of the school or Church property.
14. Smoking is not permitted in the Parish Hall.
15. The Parish accepts no responsibility for private property left in the Parish Hall.