



APPLICATION FORM FOR HALL HIRE

Name/Organisation:

Address:

Phone: (Mobile).....

Email:

Type of Function:

Date of Hire: Time:

Catering Details: Number of Guest:

Payment Details:

Payment	Payment by Cash or EFT to: Westpac Bank Serbian Orthodox Church Saint Nicholas Blacktown BSB: 032-071 Account: 601758
Hall Hire Charge	\$1,500 (Payable 14 days prior to function)
Deposit and Bond	\$400 (Payable on application and refundable subject to conditions of use)
Linen Table Cloth Hire	\$10 per table (Payable 14 days prior to function)
Cleaning Charge	\$300 (Optional – 14 days prior to function)

I HAVE READ AND ACCEPT THE TERMS & CONDITIONS OF HIRE. BREACH OF ANY OF THE TERMS & CONDITIONS WILL RESULT IN THE LOSS OF BOND.

SIGNATURE OF HIRER:		DATE:	
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WITNESSED BY A CHURCH OFFICIAL:	
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TERMS & CONDITIONS OF HIRE

1. Saint Nicholas Serbian Orthodox Church, Blacktown located at 33 Second Avenue Blacktown NSW 2148 is the owner of the Church Hall ('the Hall').
2. Application for the use and hire of the Hall is made in writing by completing the Application Form for Hall Hire and accepting these Terms & Conditions.
3. Payment of the Deposit and Bond is compulsory and made on application.
4. Payment of the Hall Hire Charge must be made fourteen (14) days prior to the function date.
5. If the function is cancelled within fourteen (14) days of the function date a \$400 cancellation fee is payable.
6. All functions must cease by 12am (midnight); there are no exceptions. More than five (5) minutes is considered a breach of this condition.
7. No smoking is allowed in the Hall. One (1) cigarette is considered a breach of this condition.
8. At the conclusion of the function, the hall must be cleaned by the hirer.
9. The sale of alcohol is prohibited.
10. At the conclusion of the function and if the Hall is being cleaned by the hirer:
 - a. All rubbish is to be placed in the garbage containers located in the car park.
 - b. Spills in the hall must be mopped.
 - c. The kitchen area is to be left clean and tidy. Benches wiped, grill and stove cleaned, and floors mopped.
 - d. All decorations must be removed including any adhesives (sticky tape and similar).
 - e. The surrounding area around the Hall and the car park must be cleaned and rubbish removed (including any cigarette butts).
11. All breakages or damage to any and all equipment including but not limited to: windows, doors, locks, glassware, crockery, appliances, cutlery, tables and chairs will be paid for by the hirer. If the Deposit and Bond is insufficient the hirer will be solely responsible and will reimburse the Church for any damage caused within seven (7) days of the function.
12. Parking outside marked areas is prohibited (including parking on any grass areas).
13. Any Police/Council fines and charges resulting from a function will be the responsibility of the hirer.
14. During the period of hire, the hirer is responsible for orderly behavior of all guests on the premises (i.e., the Church grounds and the Hall).
15. In signing the Application Form, the hirer agrees not to use the premises or any part thereof for illegal purposes or for any purpose incompatible with Orthodox Christian beliefs and practices.
16. No religious practices are to be performed in the Hall unless approved by the Serbian Orthodox Church.
17. The hirer must be a responsible adult over the age of 18 and will act as the guarantor.
18. The Church Board reserves the right to refuse any booking without the necessity to give reasons for such refusal to the hirer.