



ST PATRICK'S CATHEDRAL PARISH

HALL HIRE BOOKING APPENDIX

MacKILLOP/GLOWREY ROOMS ST PATRICK'S CATHEDRAL HALL HALL KITCHEN

HIRE DETAILS, CLEANING and BOOKING FORMS

Please note:

All hire arrangements are subject to change when Government restrictions are in place.

Please ensure you contact the Parish Office prior to your booking date/s and that you have all the relevant and current information regarding gathering rules and/or restrictions for your booking.

Bookings cancelled without notice ('no show') forfeit their bond money.

Bookings cancelled or postponed as a result of Government restrictions may negotiate a new date. If cancelled completely, all monies will be refunded.

St Patrick's Cathedral Parish acknowledges that the Aboriginal people of Australia are our first nation peoples and the traditional owners and custodians of this land.

We are a child Safe Parish following the Child Safe Standards outlined by the Victorian Government, implementing procedures and standards as directed by the Professional Standards Office of the Catholic Diocese of Ballarat.

3 Lyons St Sth BALLARAT Vic 3350
Ph: 03 5331 2933
Office Hours: Tuesday to Friday 10.00am – 3.00pm
ballarat@ballarat.catholic.org.au

Current as at 1st January 2024



'Conditions of Hire'

MacKillop/Glowrey Rooms and/or St Patrick's Hall

Booking:

- Apply to hire the MacKillop/Glowrey Rooms and/or St Patrick's Hall and/or kitchen on the attached 'Booking Form'.
- Agree to pay a bond of **\$500.00** at the time of the booking to secure the required date/s*

Restrictions:

Understand:

- The Parish Administrator reserves the right to refuse a booking without explanation.
- We are not to attach anything to the walls, floors, windows, window coverings or any part of the building/s.
- That no signs, scenery or structures should be installed/erected or attached within the halls without the permission of the Parish Administrator.
- That banners or signage should not to be displayed within or on the Church fence area, or on the façade of any buildings.
- No smoking is permitted in the buildings or Parish ground of the Cathedral precinct.
- No sales of any kind are permitted without prior approval from the Parish.
- The hirer should acknowledge the hall is in a residential area and that all attending the hall must refrain from any behaviour which could be construed as disturbing the neighbours or infringing on property and/or rights.
- Noise must be contained within the requirements of the local City Council. Music must cease at 11.00pm on Fridays and Saturdays, 9.00pm Sundays and 10.00pm on all other days.
- The hirer of the hall and guests may only use the space hired. This does not extend to the Church or Presbytery.
- All normal liquor regulations apply. The Parish should be informed if alcohol is to be sold at any event and provide a copy of the necessary liquor permit at the time of payment of the hire fee. Please note: Approval for the consumption of alcohol may be withheld at the discretion of the Parish Administrator.

Parking:

Hall patrons are required to park in the designated car parking spaces only. If there is a Parish scheduled activity, parking is available on the streets surrounding the Cathedral precinct. Please do not park on any walkways, lawns, garden beds or nature strips.

Compatibility with Parish Mass times:

Hall patrons must be especially aware of the priority of worship in the Cathedral during hire of hall facilities. Saturday evening Mass will occur from 5.30pm to 6.30pm and Sunday afternoon Mass will occur from 5.00pm until 6.30pm. Limiting noise during these times is compulsory.

General:

- Persons authorised by the Parish may at all times, be entitled to free access to authorised parts of the building. The loss of keys may require the full replacement of all locks; the charge of which will become the hirer's responsibility.
- Should any damages occur during the hire period; the Parish Administrator will assess and advise the requirements to rectify these damages. This decision is final.
- The hirer will accept the facilities 'as is,' no changes will be made by the Parish to suit the requirements of the hirer's booking.
- 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 bookings must outline what the purpose of hire is. (e.g. Family celebration, market, wedding reception)
- The Parish will not be responsible for any acts or omissions of contractors engaged by the hirer.
- The hirer should ensure they and all their contractors (e.g. caterers, audio visual suppliers) have their own or public liability insurance as any equipment brought into the Cathedral precinct will need to be covered. A copy of the current Indemnity Insurance must be provided please.
- All tentative bookings **must** be confirmed within 2 weeks from the date of booking. Tentative bookings will only be confirmed once a completed Hall Hire Form is received by the Parish Office and payment of the **\$500** refundable bond. Failure to confirm a tentative booking withing 2 weeks will result in the booking being cancelled.

Cleaning:

The hirer will take responsibility for the cleaning of facilities of hired spaces by 10.00am on the day after the event. (This is inclusive of the hall, toilets and kitchen) as follows:

- No food or drink should be left on the premises.
- All bottles and rubbish should be removed and taken off site for disposal.
- All hall floors should be vacuumed and hard floors swept and mopped.
- Toilet facilities should be left clean. Floors are to be swept and mopped.
- If kitchen facilities are included in this booking, all appliances and equipment must be left in a clean and tidy condition and placed in their original position.
- Please ensure all crockery, glasses and cutlery used are washed, dried and returned to their allocated shelves and containers in storeroom.
- Chairs and tables are to be returned to their original position. Please do not stack the chairs to avoid damage.

Payment:

- Charges for the use of facilities should be paid before collection of keys in the week before the booking takes place.
- Arrangement may be made with the Parish Office in the case of an ongoing booking,
- Please ensure the grounds are cleared of all empty drink bottles, cans and rubbish on the night of the event.

***Refundable bond:**

Following completion of the 'Cleaning after Halls Hire' checklist and an inspection of the hired space and surrounds has taken place by a Parish representative to ensure all care has been taken and that no damage has occurred, the bond will be returned by arrangement.

CHILD SAFEGUARDING

In order to safeguard children, the User must agree to each of the following declarations:

- I/the User I represent, accept and ensure that we recognise state and federal “Child Safeguarding’ regulations and are intent on ensuring adherence to the regulations.
- I/the User I represent, am/is committed to protecting and safeguarding children, young people and vulnerable adults.
- I/the User I represent, have/has a Safeguarding Policy in place and have/has an understanding of safeguarding. A copy of the diocesan policy is obtainable from the parish website <https://stpatscathedral.weebly.com/safeguarding.html> .
- I/the User I represent, have/has read the *[Insert name of Church entity]*'s Safeguarding Policy and Code of Conduct and will act in accordance with these policies whilst using the licensed area.
- All those who are working or in contact with children during the use of the licensed area have obtained a Working with Children Check.
- I understand that if the User I represent is found to be in breach of this declaration, St Patrick's Cathedral Parish reserves the right to cancel any leasing or hiring Agreement immediately.

Please tick each item to acknowledge your understanding of requirements

Signature required on back page of hire document 'Hall Hire Booking Form'.



Cathedral Buildings

Cleaning Requirements

Following the hire and use of the following:

*St Patrick's Cathedral * St Patrick's Hall * MacKillop/Glowrey Rooms * Kitchen

Please ensure the following:

NO ITEMS ARE TO BE ADHERED OR PINNED TO ANY WALLS, DOORS, FLOORS OR WINDOWS

IN ANY OF THE SPACES

SPACES YOU HAVE NOT HIRED ARE NOT AVAILABLE TO USE

- ✓ Rubbish bins have been emptied and rubbish and recycling taken away (off site).
- ✓ All food and drinks have been removed.
- ✓ All floors have been vacuumed or vinyl, swept and mopped.

St Patrick's Hall:

- ✓ Tables put away and chairs returned to around the walls of the hall.
- ✓ Heaters and lights off.
- ✓ External door locked upon leaving.

Glowrey and/or MacKillop Rooms:

- ✓ Please return to the set-up per template provided in the hall (see attached).
- ✓ Heaters and lights off.
- ✓ External door locked upon leaving

Toilets:

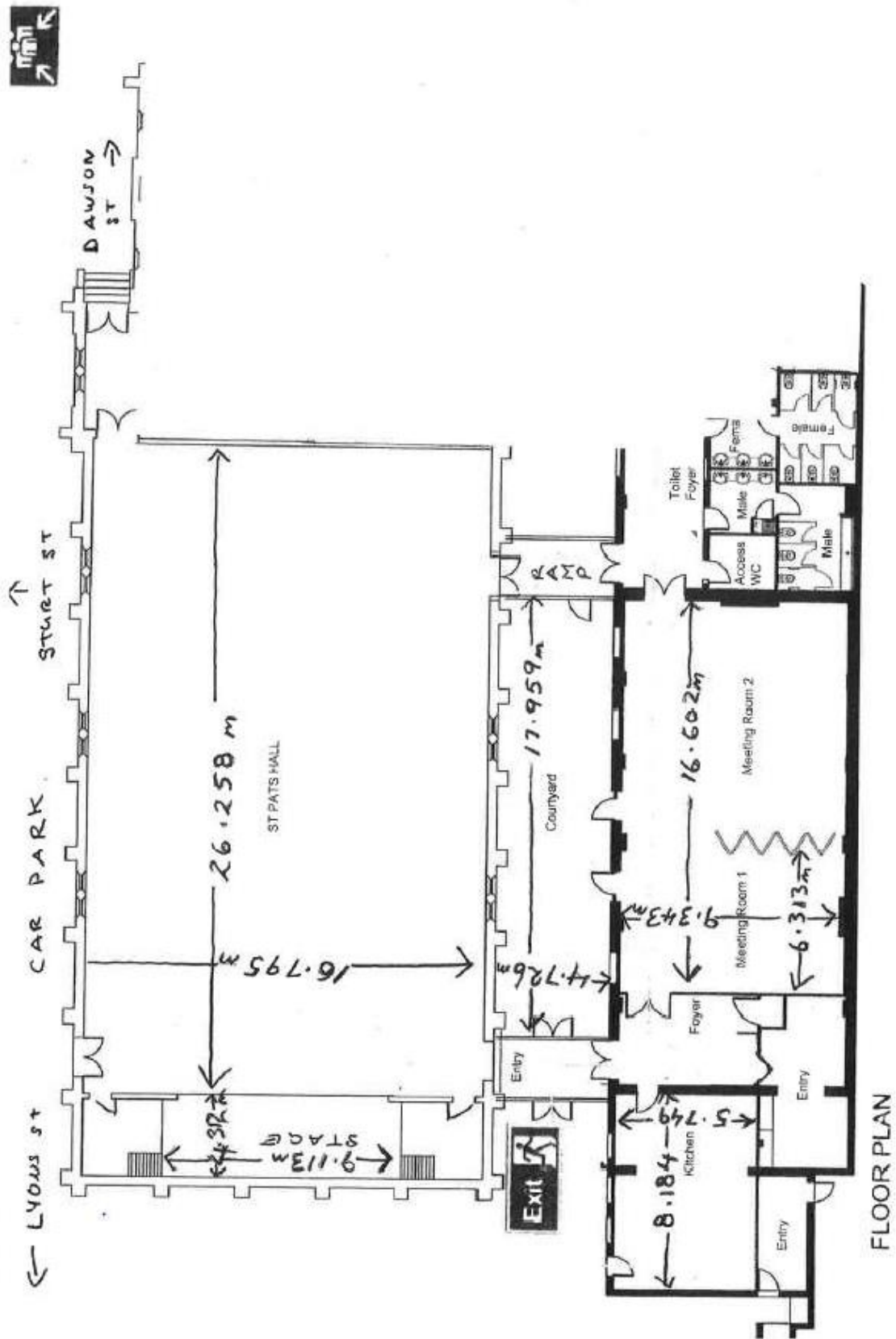
- ✓ Cleaned, floors swept and mopped.

Kitchen:

- ✓ Cleaned, floors swept and mopped.
- ✓ Ovens and cooktops cleaned.
- ✓ Dishwasher emptied and drained and all used crockery, cutlery and glasses washed, dried and returned to allocated shelves and containers in storeroom.

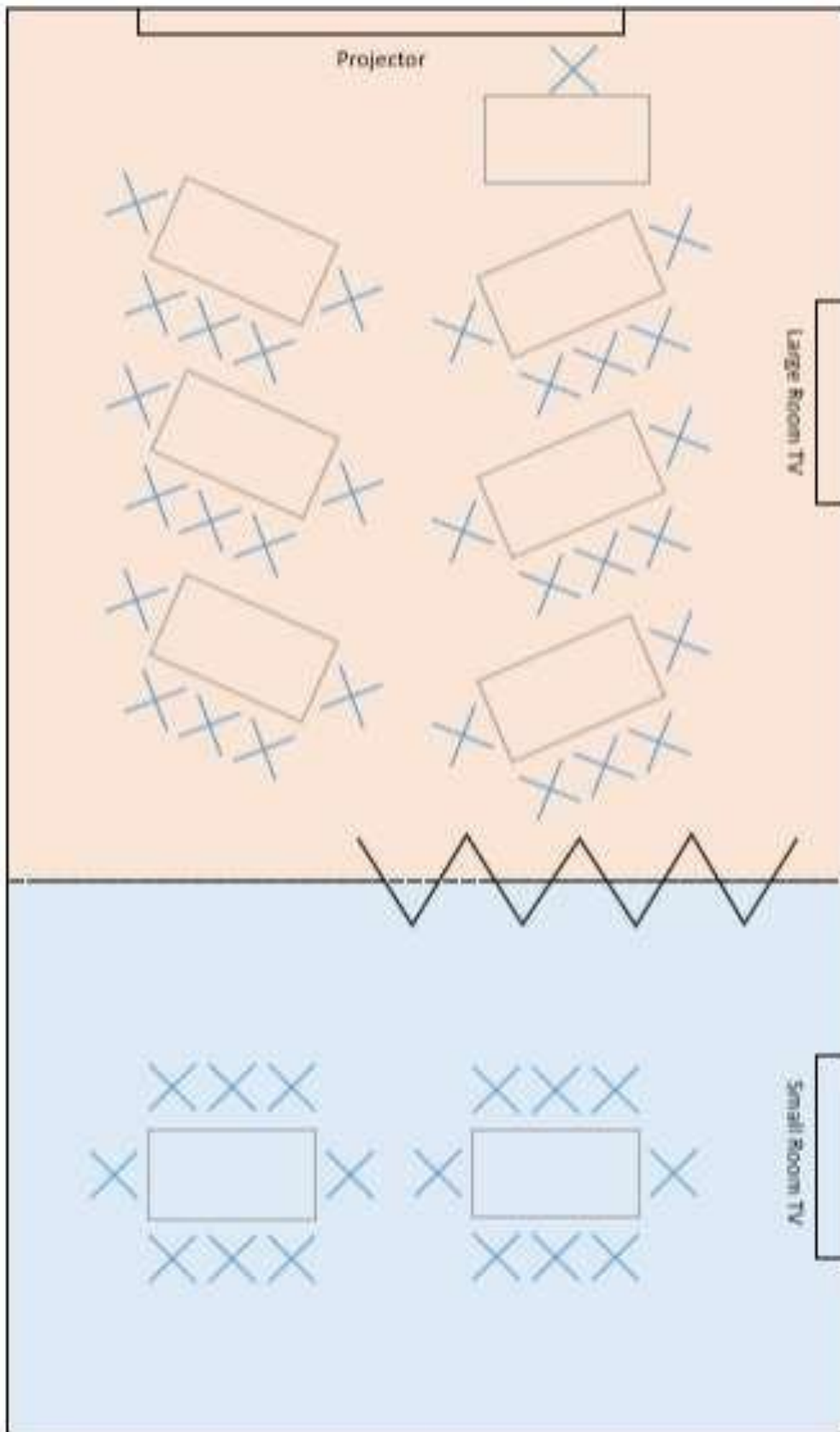
Please follow the above guidelines to ensure hire costs are kept to a minimum. Non-compliance will incur a fee of \$500 plus the cost of repairing any damage.

St Patrick's Cathedral Hall, MacKillop/Glowrey Rooms and Kitchen dimensions



FLOOR PLAN

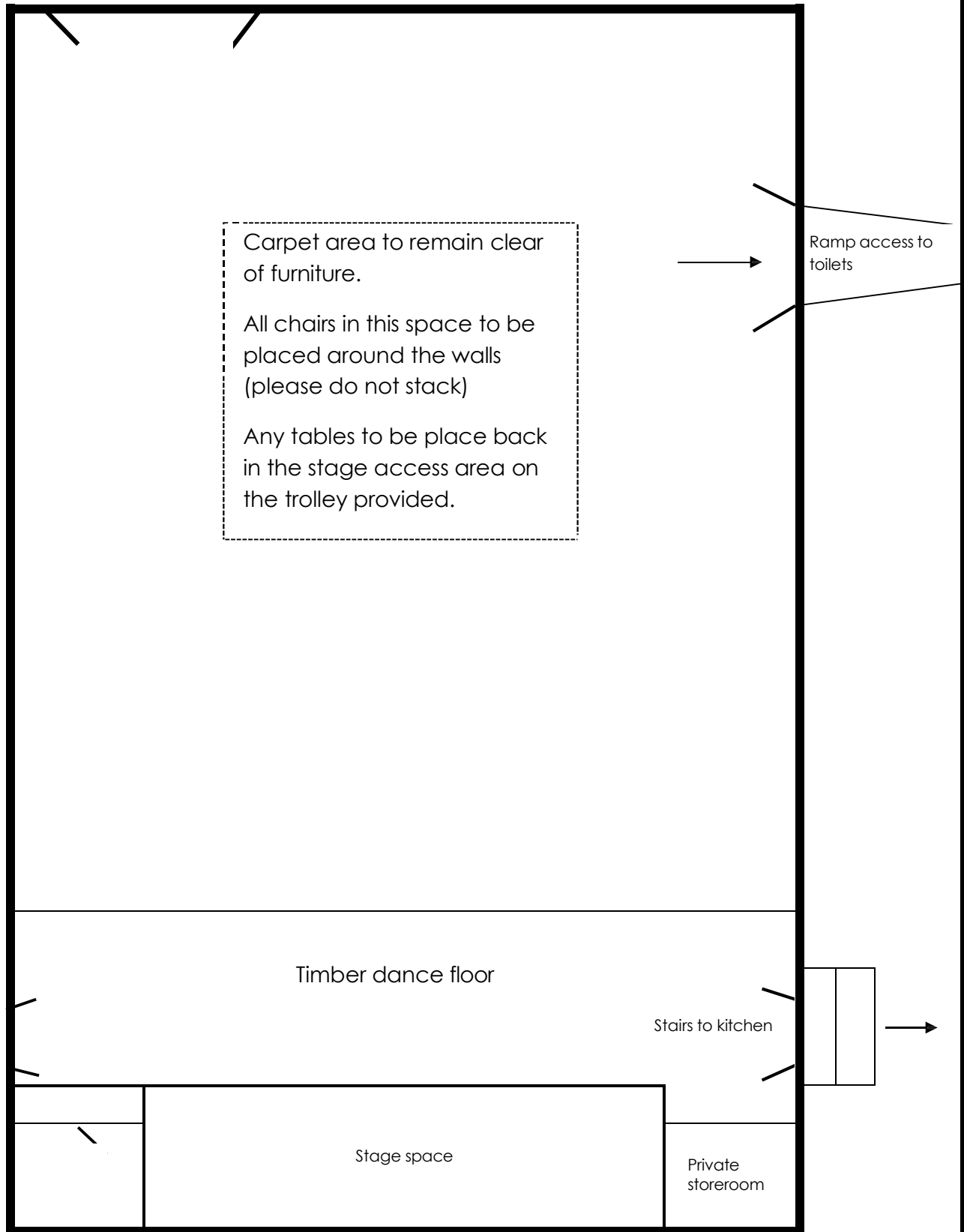
MacKillop/Glowrey Rooms – required default set-up



St Patrick's Hall – required default set-up

(Not to scale)

Dawson Street



CATHEDRAL and HALLS HIRE

PRICE LIST as at 1st January 2024

St Patrick's Hall MacKillop/Glowrey Rooms Kitchen Cathedral

Security bond*** Applicable for all bookings: \$ 500.00

Private Functions**** (eg. private birthday, family gatherings)

St Patrick's Hall \$ 700.00 per day

MacKillop/Glowrey Rooms: \$ 300.00 per day

Kitchen use: \$ 200.00 per day

Ticketed Events* (eg. group celebrations, dance, trivia nights)

St Patrick's Hall: \$ 1000.00 per day

MacKillop/Glowrey Rooms: \$ 400.00 per day

Kitchen: \$ 200.00 per day

Weddings**

An all spaces booking \$ 1300.00 per day

Early access fee \$ 100.00 per day

Parish Schools – nominal fee for utilities

St Patrick's Hall \$ 200.00 per day

MacKillop/Glowrey Rooms \$ 100.00 per day

Kitchen \$ 100.00 per day

Cathedral Hire: Ticketed event \$ 600.00

PLEASE NOTE:

Price negotiable with Parish Coordinator/Administrator for recurring bookings, or bookings longer than 2 consecutive days

* Liquor licence required if selling alcohol/BYO and Liability insurance Certificate of Currency applicable.

** Exclusive use of full venue

***all bonds are refundable after event, less costs for damage, cleaning or call-outs – as per the 'Conditions of Hire'. Cleaning fees may apply dependent on event if additional cleaning is required to return the venue to pre-booking condition.

**** Full venue access for any functions – price at discretion of Parish Coordinator/Administrator



St. Patrick's Parish, Ballarat