



# ST PATRICK'S CATHEDRAL PARISH

## CATHEDRAL

## 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.



# CATHEDRAL HIRE

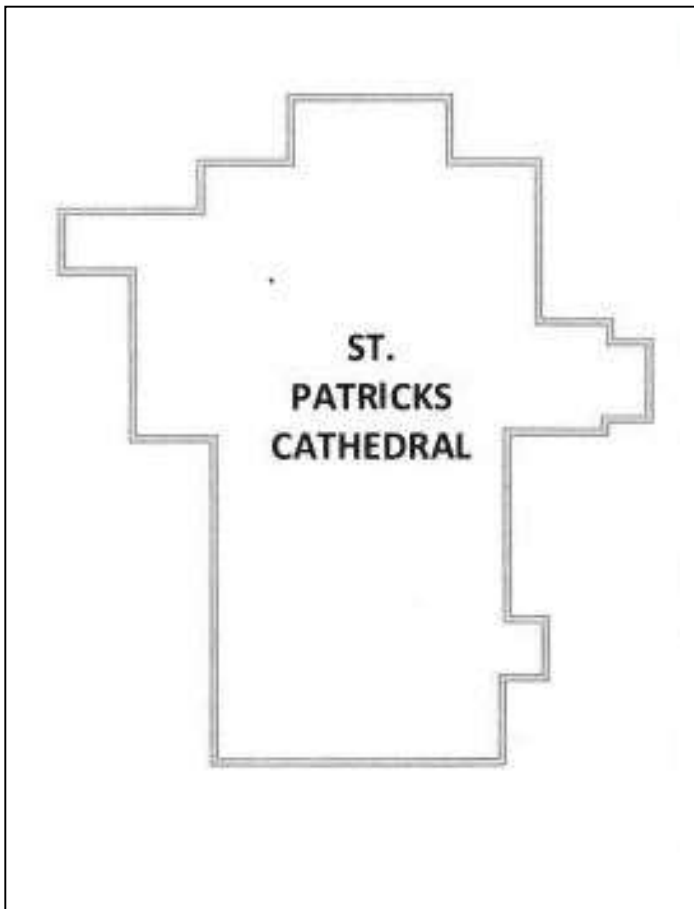
I/We..... on behalf of  
(print full name)

.....for booking dates  
(print organisation/group name)

...../...../..... to ...../...../..... agree to the following conditions:

**Booking:**

- Apply to hire St Patrick's Cathedral on the attached 'Booking Form'.
- Terms of use and payment requirements to be discussed with the Parish Office as exemptions may apply due to Not-for-Profit status or outreach events.





## 'Conditions of Hire'

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

I/We..... on behalf of  
(print full name)

.....for booking dates  
(print organisation/group name)

...../...../..... to ...../...../..... agree to the following conditions:

#### **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 \$350.00 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.

### **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 \$350 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: (tick each box please)***

- 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 this policy is attached.
  
- 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 this document.**



# Cathedral Buildings

## Cleaning Requirements

Following the hire and use of the following:

\*St Patrick's Cathedral    \* St Patrick's Hall    \* MacKillop/GlowreyRooms    \* 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:**

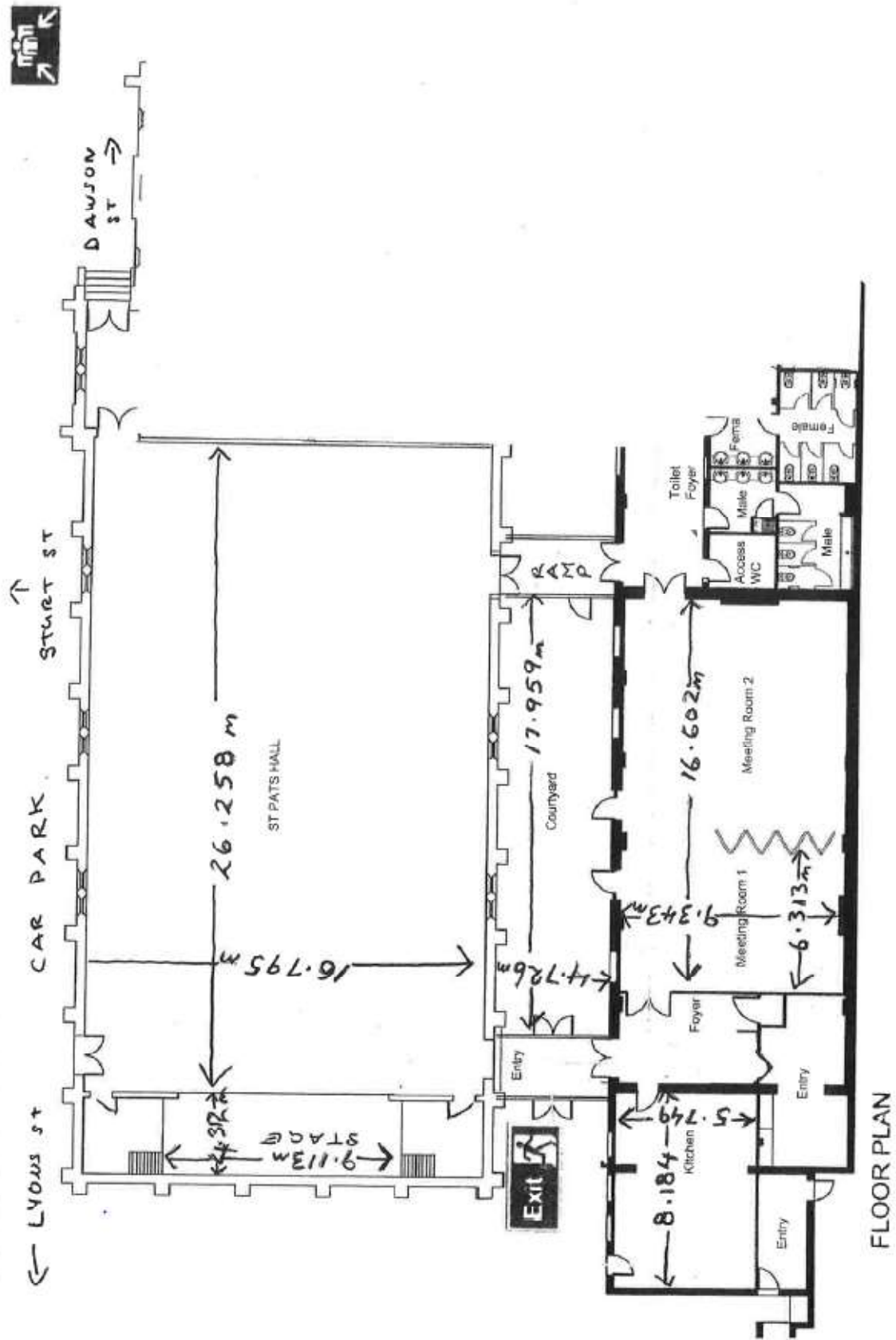
- ✓ Cleaned, floors swept and mopped.

### **Kitchen:**

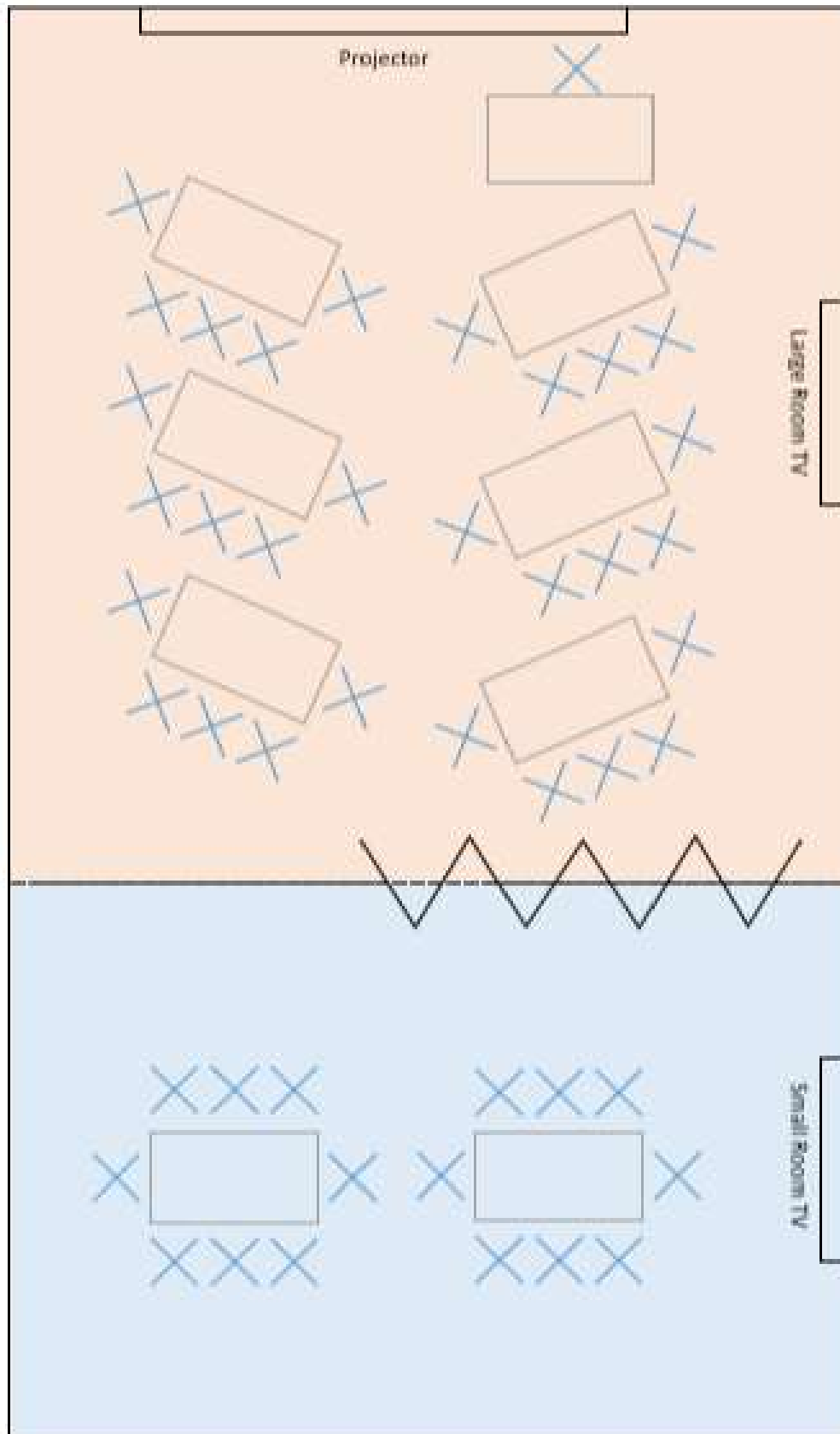
- ✓ Cleaned, floors swept and mopped.
- ✓ Ovens and cooktops cleaned.
- ✓ Dishwasher emptied and drained and all used crockery, cutlery and glasses washed, dried and returned to allocated shelves and containers in storeroom.

**Please follow the above guidelines to ensure hire costs are kept to a minimum. Non-compliance will incur a fee of \$350 plus the cost of repairing any damage.**

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



## MacKillop/Glowrey Rooms – required default set-up

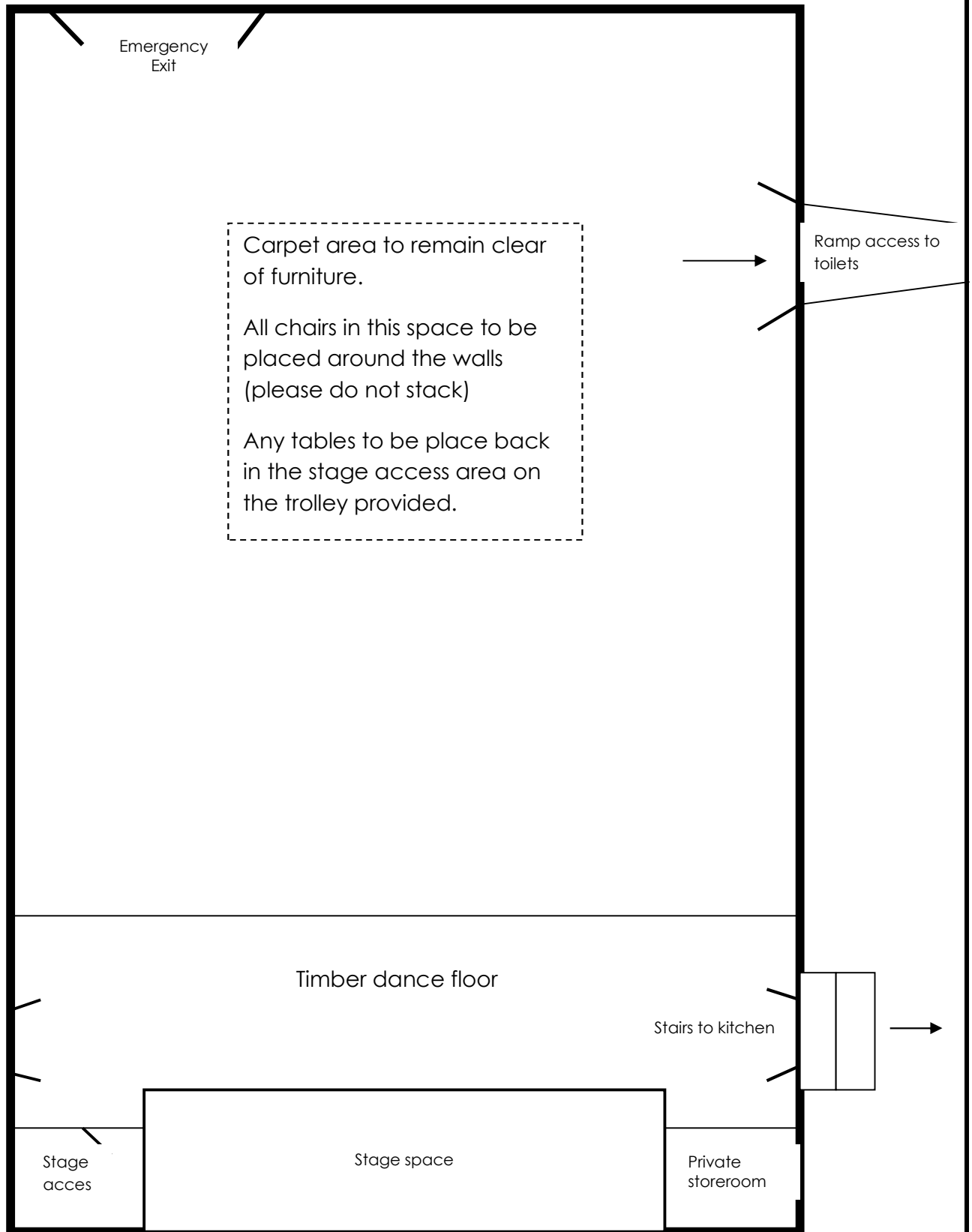




# St Patrick's Hall – required default set-up

(Not to scale)

## Dawson Street





St. Patrick's Parish, Ballara

# St Patrick's Cathedral - Halls 'Booking Form'

**Space required** *(please tick)*

St Patrick's Hall

St Patrick's Cathedral

Glowrey/MacKillop Rooms

Kitchen

Contact Name: .....

Organisation: .....

Phone: ..... Email: .....

Outline of event:  
.....  
.....

Date/s required: .....

Time/s: .....

Key Collection details: .....

Items required to secure booking:

- 'Booking Form', signed and dated
- All tentative bookings **must** be confirmed within 2 weeks by returning a completed booking form to the Parish Office and paying the refundable bond.
- 'Conditions of Hire' and 'Child Safeguarding' document, signed and dated
- A refundable bond\* of \$350.00 is to be paid at the time of booking please.
- Current copy of Indemnity Insurance (if applicable)
- Current copy of any other permits

*\*see 'Conditions of Hire' document*

*\*\*see 'Conditions of Hire' document*

The total agreed hire fee\*\* must be paid prior to the event please *(or as negotiated with the Parish).*

**Print name:** .....

**Signed:** ..... **Date:** .....

By signing this acknowledgement, you accept the 'Conditions of Hire' and 'Child Safeguarding' terms as outlined and agree to pay the bond to secure the booking. This demonstrates your intention to be legally bound. Full costing of hire will be advised at the time of submission of this form.

Dated the: .....day of..... 20 ..

Print name: .....

Signature: .....

**Please complete and return the Halls 'Booking Form' to the Parish Office, along with bond.**

<b>OFFICE USE ONLY</b>	<b><u>OFFICE USE ONLY:</u></b>
	<b>BOOKING FORM</b> received by: _____ (Print name and sign)
	Date: ____/____/____
	<b>HIRE PRICE:</b>
	Security Bond: \$ 350.00 received by: _____
	St Patrick's Hall \$ _____
	MacKillop/Glowrey Rooms \$ _____
	Kitchen \$ _____
	TOTAL DUE \$ _____ received by: _____
	<b><u>BOND</u></b> returned to: _____ (print name and sign please)
Amount: \$ _____	
Details: _____ _____	
Date: ____/____/____	
<b>EFTPOS available at Parish Office</b>	
<u>Bank details for direct payment:</u>	
BSB 083 526	
Account Number 51 566 6581	
Account Name: St Patrick's Parish Account	
Reference: Booking name & date	



St. Patrick's Parish, Ballarat