

A. Guidelines for Contributions for Hall Use

St Luke's Enmore is pleased to make available its Parish Hall for use by groups and individuals in our community.

In recognition that Hall Use creates costs for the Parish, a contribution is requested. We believe that the requested contribution is reasonable when compared with the fees demanded for the use of comparable halls.

Community Groups are offered the use of the hall for **half** of the standard contribution.

The standard contribution is a minimum of \$60 for each session, where a session may run for up to three hours (including setting up and packing up time). For a session running longer than three hours, the contribution increases by \$20 per additional hour (or part thereof).

A refundable key deposit of \$100 is also required.

There are facilities available for making tea and coffee, but users must BYO everything.

An industrial dishwasher is available for the use of groups; its use incurs an additional contribution of \$50 for each session in which the dishwasher is used.

For additional enquiries or to make a booking, please contact Stuart Veitch on:

mobile 0400.312.354

work phone 8225 1403

e-mail nil_all@bigpond.com

B. Conditions for Use of Hall

1. Pay the contribution for hall usage in the manner and time agreed, and keep strictly within the agreed periods of use (including setting up and packing up). See section B for details of requested contributions for hall use.
2. Switch off all lights, fans, heaters, air conditioners and other electrical equipment before vacating the facility.
3. Secure windows and doors on vacating the facility.
4. Take all rubbish upon leaving the facility.
5. No smoking is permitted within the facility.
6. Leave the facility in a satisfactory and clean condition. Otherwise the Parish may deduct all reasonable cleaning costs from the deposit.
7. Nothing owned by the Parish is removed from the facility.
8. Lift (do not drag) anything moved within the facility and then return to its original position prior to leaving the facility.
9. Do not use any exhibits or decorations in the facility without the prior written agreement of the Rector or the Parish Representative.
10. Re-imburement is paid to the Parish for any loss or damage to the facility, its furniture and furnishings, accessories or environs and any such loss or damage is promptly reported to the Rector or Parish Representative.
11. No nuisance either by way of noise or otherwise is created which may cause inconvenience adjoining owners or occupiers.
12. No illegal activity is carried out in or about the facility.

C. Hall Use Agreement Form

<p>Parish Details</p> <p>St Luke's Anglican Church Enmore PO Box 64, Enmore 2042 Phone/FAX 9557-4219 (Parish Office)</p> <p>Parish Representatives: the Rector, the Churchwardens, the Hall Use Contact Person. Contact Person: Stuart Veitch 0400 312 354 or 8225 1403 (bh)</p> <p>Name of Hall User</p> <p>Name of Organisation:.....</p> <p>Name of Representative ("the User"):.....</p> <p>Contact Details of Representative</p> <p>Address:</p> <p>Suburb/Town: Postcode:</p> <p>Phone: Email:</p> <p>Is the Dishwasher required? (tick) <input type="checkbox"/> <i>an additional contribution applies</i></p>
<p>Hall User Agreement</p> <p>Acknowledgment by the user: The User acknowledges that the facility is in such a condition at the commencement of use as to render it completely suitable for the purpose for which the user intends to use it.</p> <p>Obligation of the user: The User has read and accepts the attached 'Conditions for Hall Use', agrees to behave in a manner that recognises the facility is church property, and agrees to accept all reasonable directions from Parish Representatives.</p>
<p>Date of First Use of Hall: ___ / ___ / _____</p> <p>Days of Use (<i>regular users only</i>):</p> <p>Time of Use:</p> <p>Frequency of Use: (<i>circle one</i>) Once Only/weekly/monthly</p> <p>Contribution: \$ _____ once only/ per month (<i>payable monthly in advance</i>)</p> <p>Key # ___ Key Deposit/ Bond: \$ _____ (<i>refundable</i>)</p> <p>Please describe the activities for which the Hall will be used:</p> <p>.....</p>
<p>I have read this "Hall User Agreement", and as "the User" agree to be bound by it.</p> <p>Signed:</p> <p>Date: ___ / ___ / _____</p>
<p><i>Office Use: Return of Key and Refund of Deposit</i></p> <p><i>I ("the User") have returned Key # ___ and received my deposit of \$ _____</i></p> <p><i>Signed ("the User")</i></p> <p><i>Date:</i> ___ / ___ / _____</p>