

# Our Lady of the Rosary Parish

Church: 18 Vine Street  
Fairfield NSW 2165  
www.olrfairfield.org.au  
ABN: 23 096 810 740

Parish Office: 2 Weston Street  
Fairfield NSW 2165  
Tel: (61 2) 9724 5997 Fax: 9754 1439  
Email: admin@olrfairfield.org.au

---

## Parish Hall Booking Form

You, as the person coordinating the booking of the Parish Hall, are welcome to make use of this room, provided that you make use of it for faith-related purposes, as Fairfield Parish does not make this room available to be hired for commercial use. Please sign and return this form, together so that you can receive authorisation to make use of the Hall. Such authorisation will only be provided if you agree to assume responsibility for the duties listed below.

---

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Group Name: \_\_\_\_\_

Purpose: \_\_\_\_\_

---

### The Parish Hall is required on:

Please tick box if you require the use of:

#### Note: Minimum Booking is 1hr per day

- Parishioner** Half-day (1hr-5hrs) rate: \$200.00
- Non Parishioner** Half-day (1hr-5hrs) rate: \$300.00
- Parishioner** Full-day (more than 5hrs in a day) rate: \$300.00
- Non Parishioner** Full-day (more than 5hrs in a day) rate: \$400.00
- Dishwasher (\$10.00)
- Oven (\$10.00)

Total Booking Fee: \$\_\_\_\_\_ (Plus a \$100 Bond)

### **A bond of \$100 must be paid to the Parish Office to secure your booking.**

After your event, this bond will be reimbursed in full; however, this bond will not be refunded if damage is sustained to the hall, its facilities and appliances, or if the surrounding property is left unclean and untidy.

I, the person coordinating the booking of the room, agree to the **attached** *Terms and Conditions for Hire of any Rooms/Hall within the Parish Premises*. I also agree to be fully responsible for ensuring that those who use the Parish Room/Hall will leave it and all the property within it in the state in which it was found. I understand that this includes making sure that:

- I would need to submit this booking form and the deposit to the Parish Operation Manger before my booking is confirmed.
- I would need arrange and meet with the Parish Operation Manger during working hours (9am – 5pm) for an induction of the hall, 1 week before my event.
- WWCC: If the Rooms/Hall is hired for a personal event: - parents have to supervise children at all time.
- WWCCC: If the Rooms/Hall is hired for a Church event: - please refer to number 12 in the *Terms and Conditions*.
- I would need to supply my own laptop (which has a CD/DVD player), HDMI cable and any extension cables.
- All items belonging to the hall are returned to their proper place afterwards; a total of 120 chairs should be stack in groups of 8-10 / 10 tables **must not** be removed from the hall.
- After your event the projector and screen need to be switched off
- If the 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
- All bottles and rubbish must be removed from the premises and placed in the appropriate bins. (if you have large amounts of waste, the industrial bin located in the car park near the toilet block is not available, as this is owned by the Primary School)
- Toilets must be cleaned and swept.
- All doors and windows are closed and locked upon exit;
- BREAKAGES OR DAMAGE – The full replacement cost of breakages, damages or shortages to Hall premises, furniture and fittings, catering facilities, crockery, cutlery and glasses occurring during the hire period will be charged to the hirer.
- The Parish accepts no responsibility for private property left in the Parish Room/Hall. Any items left that does not belong to the room or hall will be removed within 48hrs
- If I, the person coordinating the booking of the room, am not able to be present in the room on the day I have booked it, I understand that I will need to provide the Parish Operation Manger the name and contact details of the person whom I have appointed to coordinate the use of the room on my behalf. I also acknowledge that it is my responsibility to notify this person in my absence of his/her duties listed above.

**Coordinator's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

---

## Terms and Conditions for hiring any Rooms/Hall within the Parish Premises.

---

1. Our Lady of the Rosary Parish, Fairfield (**the Parish**) is not liable to the Hirer for any loss suffered by the Hirer arising out of the Hirer's use of the Parish Room/Hall. The Hirer indemnifies 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 Room/Hall.
2. The Hirer agrees to reimburse the Parish for the full cost of repairing any damage caused to the Parish Room/Hall or facilities during the hire period if the cost of such damage exceeds the bond of \$100. Loss of keys may entail replacement of locks, the cost of which will be at the discretion of the Parish Priest and is at the liability of the Hirer.
3. The Hirer agrees to notify the Parish of all injuries or damage arising out of the Hirer's use of the room within 7 days of becoming aware of the injury or damage. Should any damage occur, the Parish Priest's assessment shall be final.
4. Applications for use of the Room/Hall must be made in writing on the *Parish Room/Hall Booking Form* supplied.
5. 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 Parish Office. A \$20 cancellation fee applies to cancelled bookings.
6. Nothing is to be attached in any manner to the walls, floors, curtains or any part of the Parish Room/Hall, nor shall signs, posters, etc. be erected without the permission of the Parish Administration Manager.
7. The Hirer must not knowingly use the Parish Room/Hall or any part of the Parish Room/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 Room/Hall or any part of the Parish Hall for any purpose which is inconsistent with Catholic teachings.
8. The right is reserved to refuse the Hirer to use the facilities at the discretion of the Parish Priest, in which case all monies paid will be refunded.
9. 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.
10. 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.
11. 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 (e.g., caterers) have public liability insurance by asking them for a copy of their certificate of currency.

12. If the Hirer intends to bring any people who are under 18 years of age to the Parish Room/Hall, 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). This requirement means the Hirer undertakes to ensure that all members over the age of 18 participating in the activities that the Hirer coordinates must submit their WWCC number to the Parish Office, before the activities commence.
13. If the 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. Toilets must be cleaned and swept. All windows and external doors must be locked.
14. Persons authorised by the Parish Office shall at all times be entitled to free access to all parts of the building.
15. No sales of any kind are permitted without prior approval.
16. Sub-letting of Parish Room/Hall or any facilities is not permitted.
17. The Hirer is aware that the Parish Room/Hall is in a residential area and that all persons attending the Room/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.
18. Noise (music, etc.) must be contained within the requirements of the City Council. Additionally, music must cease at midnight on Fridays and Saturdays, 10:00 pm on Sundays, and 11:00 pm on all other days.
19. The Hirer of the Parish Room/Hall and guests are confined to the Room/Hall and its accompanying facilities and this does not extend to the school and playground unless such authorisation is provided by the Parish Office.
20. Under no circumstance shall liquor be sold, unless permission has been obtained from the Parish Office and the necessary liquor permit is sighted by the Parish Priest or one of his staff in the Parish Office. Normal liquor regulations apply. Alcohol is not to be served to guests under 18 years of age. Approval for the consumption of alcohol may be withheld at the discretion of the Parish Priest or any member of the Parish's staff.
21. Please note that Parish grounds are generally secured and access is only available at agreed times.
22. Smoking is not permitted in the Parish Room/Hall.
23. The Parish accepts no responsibility for private property left in the Parish Room/Hall.
24. Failure to comply with any of these conditions stated above may result in the termination of this agreement. In case of any disputes arising, the decision of the Parish Priest shall be final.