



**CHURCH HALL
HIRE APPLICATION FORM**

Infrastructure:

- Church of "Sts Anargiri"
- College Assembly Hall & Conference Centre
- Multi-Purpose Hall
- Oakleigh Greek Orthodox College
- Early Learning Centre K3, K4
- Primary School P-6
- Secondary School 7-10
- VCE/VET 11 & 12
- Sts Anargiri Saturday Campus
- Elderly People's Home

Name/Organisation:

Address:

Phone (Private) (Mobile)

(Business)

I/We on behalf of the above person/or with the authority of the above Organisation, hereby apply for the use of the hall as detailed below.

Type of Function:

Date of Hire: Time:

Catering Details:

Payment Details

Hire of Hire \$150 (Fee includes cleaning)

Deposit must be paid upon completion of booking form. Deposit is non-refundable.

Details	Date Paid	Amount
Hall Hire Cost		\$150
Deposit Paid		\$50
Final Balance Paid		\$100

For booking enquiries call the Church Office, Monday – Friday between 4:00 - 6:00pm on 95696874.
For emergencies, contact Mr Angelo Sardellis on 0415 533 896, Mr Peter Andrinopoulos on 0416 020 865 or Mr Arthur Kakavas on 0437 825 506.

It is important that you read the Conditions of Hire before you sign the Agreement.

CHURCH HALL

Conditions of Hire

- 1) This Agreement is made between The Greek Orthodox Community of Oakleigh & District (GOCOD) and
..... ("Hirer")
- 2) The GOCOD agrees to allow the Hirer use of the Church Hall for the period set out on the Hire Application Form.
- 3) The Hirer agrees to pay the GOCOD the sum specified on the Hire Application Form.
- 4) In case of any disputes arising, the decision of the GOCOD shall be final and conclusive.
- 5) Sub-letting of the Church Hall is not permitted.
- 6) An amount of \$50 (booking fee) must be deposited with the Church Office to confirm the function.
- 7) Charges for the use of the Church Hall must be paid at the time set out in the Hire Application Form. A \$50 cancellation fee applies to cancelled bookings.
- 8) The Hirer will be responsible for any accident, loss, damage or injury suffered by a person using the facilities during the hiring period and any loss, damage or injury suffered by any person on the hired premises and its surrounds.
- 9) The Hirer shall be liable for and shall indemnify the GOCOD against any liability, loss claim or proceeding on respect of any injury, loss or damage whatsoever arising under any legislation or at common law in respect or personal injury or death of any person arising during the hire period.
- 10) The Hirer of the Church Hall and guests are confined to the Church Hall and its accompanying facilities and this does not extend to the school and playground.
- 11) The Hirer is aware the Church Hall is in a residential area and that all persons attending the Church Hall must refrain from any behaviour which could be reasonably constructed as disturbing the neighbours or infringing on a person's property and/or rights.
- 12) Under no circumstances shall liquor be sold until approval from the GOCOD has been obtained and the necessary liquor permit is sighted at the time of full payment before the function date.
- 13) Normal liquor regulations apply. Alcohol is not to be served to guests under 18 years of age. Beer in bulk containers, such as kegs or barrels, is not permitted.
- 14) No alcohol to be consumed outside the area of the Church Hall.
- 15) Smoking is not permitted in the Church Hall. If you wish to smoke outside, all butts are to be disposed of in the containers at the entrance.
- 16) The GOCOD accepts no responsibility for private property left in the Church Hall.
- 17) Security is your responsibility to ensure that unauthorised persons do not intrude on your function.
- 18) Confetti or rice is not permitted to be thrown on the premises.
- 19) NO nails, staples or sticky-tape are to be used on the Church Hall walls, windows, doors or stage area. Please use blue-tak. Also, please do not stick anything to the floor surface, because when it is removed it also removes the floor polish.
- 20) The GOCOD make no warranty or representation to the Hirer about the condition of the Church Hall or its suitability for the Hirer's purpose. Further, the Hirer acknowledges that they have inspected the Church Hall and warrants that the facilities are suitable for the Hirer's purpose.
- 21) If 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 fridges after the event.
- 22) Cleaning:
 - a) clean all spills with mop & bucket
 - b) serving area must be kept free of grease
 - c) it is expected that the Church Hall & kitchen be left in reasonable condition
 - d) all decorations are to be removed at the end of the function
- 23) The cleaning of the Church Hall is done by our cleaner. This cost is included in your Hire Fee. All we ask is that you clean up any spillages at the time it happens.
- 24) Before leaving:
 - a) switch off all appliances and heaters
 - b) please ensure all lights, particularly the toilet lights, are turned off
 - c) all external doors must be closed and locked

AGREEMENT & ACCEPTANCE OF CONDITIONS OF HIRE

I/We hereby confirm my/our request to hire the Church Hall as set out in the Hire Application and agree to comply with the Conditions of Hire in the Hire Application Form

Hirer's signature:..... Date: