



Postal Address: PO Box 480 Narrabeen NSW 2101
Church Address: 5 Wilson Avenue, Ingleside Tel: (02) 9913 7365
Rev. Fr. Saša Radoičić 0419 974 753

Application for Hire of Hall

Name of Hirer

Address

Home Number

Mobile Number

Date of Function

Type of Function

Starting Time

Finishing Time *

*Functions must cease: Friday and Saturday by 12 midnight, Sunday by 11pm.
At the conclusion, the site must be vacated as quickly and as quietly as possible.

Access Required prior to function
(Time, day and reason)

Number of Guests (including children)

Requirements

(Please indicate circle)

Tables: rectangle or round.

Chairs.

Fridge.

Catering Services – Contact KSS

Price on Application

Payment

CASH or BANK CHEQUE ONLY

Hall Hire Charge

\$600 (Payable 7 days prior to function)

Deposit & Bond

\$1000 (Payable on application. Refundable subject to conditions of use)

Cleaning Charge

\$200 (Optional)

I accept the Conditions of Use as outlined on the reverse of this application form,
especially condition 7 and 8. Any breach will result in a loss of the entire Bond.

Signature of Hirer

Date

Witnessed by Committee Member or
Parish Priest

Conditions of Use

1. The First Serbian Orthodox Church School Community St Sava Warriewood – Mona Vale (the Church) located at 5 Wilson Ave Ingleside is the owner of the Church School Hall (the Hall).
2. Application for use and hire of the Hall is made in writing by completing the Application for Hire of Hall form and accepting the Conditions of Use.
3. Payment of the Deposit and Bond is compulsory and is made on application.
4. Payment of the Hall Hire charge must be made seven (7) days prior to the function date. **Hall hire DOES NOT include: crockery, cutlery, cool room, and audio visual equipment.**
5. If the function is cancelled within thirty (30) days of the function date a \$200 cancellation fee is payable.
6. The sale of alcohol is **PROHIBITED**.
7. **All functions must cease on the prescribed time, NO EXCEPTIONS. The bond will be forfeited if functions exceed this condition. More than five (5) minutes is considered a breach of this condition.**
8. **No smoking** is allowed in the hall. **The bond will be forfeited if hirer does not comply with this condition. One (1) cigarette is considered a breach of this condition.**
9. At conclusion of the function, the Hall will be cleaned by the hirer or an additional Cleaning Charge of \$200 will be payable.
10. The Hall is fitted with a **sound monitor** with green, blue, and red light indicators. If the noise exceeds a certain level the **power is disconnected**. It is the responsibility of the hirer to stay within predefined noise limits.
11. At the conclusion of the function:
 - a. All rubbish is to be placed in the garbage container located in the car park at the northern end of the hall.
 - b. All tables and chairs are to be stacked and placed in the designated area.
 - c. Toilets must be cleaned and the floors swept.
 - d. Spills in the Hall should be mopped.
 - e. The kitchen area is to be left clean and tidy. Benches wiped, grill and stove cleaned, and floors mopped.
 - f. All decorations will be removed including adhesives (sticky tape and similar)
 - g. The walkway area around the hall will be cleaned and rubbish removed.
 - h. Bottles, cans, paper and other rubbish left in the car park will be removed.
12. All breakages or damage to any and all equipment including but not limited to: windows, doors, locks, glassware, crockery, appliances, cutlery, tables and chairs will be paid for by the hirer. If the Deposit and Bond is insufficient the hirer will be solely responsible and will reimburse the Church for any damage caused within seven (7) days of the date of the function.
13. Any Police or Council fines and charges resulting from a function will be the responsibility of the hirer.

Church Committee Use Only

Booking Confirmed by Committee	Date
Function is within Lenten period	Yes / No
Music	DJ / Live Band
Access Keys provided	Yes / No
Committee Member to arrange access	Time & Date
Payment Received	
Bond Collected	
Comments	