

St Therese's PACE Function Room

Casual Function Hire Terms and Conditions

as of February 2020

1. Booking Times

- 1.1 PACE Function Room has a minimum hire time of 2 hours and may only be hired in full hour blocks.
- 1.2 PACE Function Room may be hired during the hours 8.00am to 9.00pm on any day of the week.

2. Confirmation and Deposit

- 2.1 St Therese's PACE does not accept tentative bookings. All reservations must be accompanied by a \$200 deposit and a completed application form.
- 2.2 Management reserves the right to cancel any booking not accompanied by a deposit.
- 2.3 Final payment is required 14 days prior to the function.

3. Cancellation

- 3.1 All cancellations must be made in writing to the St Therese's PACE Function manager.
- 3.2 Deposits paid are refundable up to 14 days prior to the function date
- 3.3 After 14 days prior to the function, or in the case of non-arrival, cancellations shall forfeit all monies paid.

4. Pricing and Payment

- 4.1 Hire costs are as follows:

First 3 hours (1 – 3 inclusive)	\$120 per hour
Subsequent hours (4 – 8 inclusive)	\$60 per hour
Maximum cost for 8+ hours	\$660 maximum hire
Security bond of \$200 payable on all function bookings (additional)	
Cleaning fee of \$50 payable on all function bookings (additional)	

- 4.2 Other costs may be added to a function invoice for the following:

Outdoor Heaters	\$80 per heater (Four heaters available for hire, includes gas)
White tablecloths	\$8.50 per cloth

- 4.3 St Therese's does not charge GST.

5. Eligible Hirers

- 5.1 Applicants must be at least 25 years of age.
- 5.2 PACE will not be hired for the purposes of birthday celebrations between the ages of 13 and 24 years.

6. Access

- 6.1 An access pass will be allocated once final payment has been received. Pick up and drop off the pass will be confirmed by St Therese's.
- 6.2 Access will be granted 1.5 hours prior to function commencement to allow for set up.
- 6.3 All deliveries are to be arranged within the time allocated for the function set up.
- 6.4 Departure times must be strictly adhered to. Management reserves the right to enforce closing time at any point during the night.

7. Smoking

- 7.1 Smoking is not permitted anywhere within the PACE buildings or grounds.
- 7.2 Smoking on PACE grounds will result in the loss of security bond.

8. Alcohol

- 8.1 Normal liquor regulations apply.
- 8.2 Alcohol is not to be served to guests under 18 years of age.
- 8.3 Liquor may not be sold until approval from the Function Manager has been obtained and the necessary liquor permit is sighted.

9. Entertainment and Activities

- 9.1 It is the responsibility of the Hirer to obtain any necessary permits and from the relevant authorities as required for planned activities.
- 9.2 If entertainment is provided, it must be in keeping with the values and standards of the Parish.
- 9.3 Noise from entertainment must be kept to a level which does not disrupt church services.

10. Decorations and Staging

- 10.1 Decorations and staging are to be free-standing only. Nothing is to be attached in any manner to the windows, walls, floors, blinds or any part of the building. **The windows at PACE are susceptible to damage from the application of adhesive tapes and use of these to secure anything to the windows will result in the loss of security bond.**
- 10.2 Decorations and staging must be delivered and installed and removed within the allocated access times.

11.0 Packing Up

- 11.1 All furniture must be returned neatly to storage.
- 11.2 All rubbish must be put in bins provided. Bins are for food waste and recycling only.
- 11.3 If kitchen facilities are used, all appliances must be left clean and benches wiped.
- 11.4 All tableware, small appliances and glassware must be washed and returned to storage.
- 11.5 Decorations must be removed and taken off site
- 11.6 No food or drink may be left in the kitchen

12. Liability

- 12.1 The person named as Hirer shall be responsible in full for all costs and charges as a result of the agreed reservation.
- 12.2 The Hirer shall be liable for any damages sustained to the Function Room by the Hirer and guests, agents for or any other persons associated with the function. Whether in the room of the function or any other area of the property.
- 12.3 St Therese's and its employees or agents will not be liable for any injury, damage or loss of any nature, however caused (Through negligence or not) suffered by the Hirer or guests, agents or for any other persons associated with the function.

13. Unforeseen Circumstances

- 13.1 In the unlikely event of inability to comply with any of the provisions of this contract, by virtue of any cessation or interruption of utilities, electricity or gas supplies, industrial disputes, plant or equipment failure, unavailability of food stuffs, other unforeseen contingency or accident, the venue reserves the right to cancel any booking, and refund the monies paid, at any time.

St Therese's PACE reserves the right to alter any of the aforementioned conditions at any time without notice.

These terms and conditions are relevant to casual function hirers only. If you are a weekday business hirer please contact the Function Manager for Business Terms and Conditions.