

St Therese's Pastoral and Administration Centre Essendon (PACE) Application and Agreement for Hire

Information for Hirers

1. Applicants must be at least 25 years of age.
2. A security deposit must be paid to secure any booking
3. Full payment must be made at least two weeks prior to event.
4. Payments can be made by cash, credit card, cheque or direct deposit.
5. Access will be granted to PACE by arrangement with the Function Manager.

Hirer Details (two contact names required)

Primary Applicant Name: Mob:

Address:

Email:

Secondary Contact Name: Mob:

Booking Details

Room/s selected for hire: Function Room Meeting Room The Annex

Purpose of Booking:

Booking Type: Casual Ongoing

Day/Date Required:

Start Time: Finish Time:

Total Hours:

Number of Guests:

Notes:

.....

.....

Additional Hiring:

Outdoor Gas Heaters

BBQ

Tablecloths

If selected, number of heaters required:

If selected number of tablecloths required:

Part D – Signatures

I/We hereby make application to hire the St Therese’s Pastoral and Administration Centre Essendon (PACE). We acknowledge that we have read the ‘Information for Hirers’ above and agree to abide by the rules therein.

I/We hereby make application to hire the St Therese’s Pastoral and Administration Centre Essendon (PACE). We acknowledge that we have read the ‘Conditions of Use’ and agree to abide by the rules therein.

I/We understand that this application will not be considered until this completed form is received by the St Therese’s Parish Functions Manager.

I/We understand that this application will be reviewed by the Functions Manager and following a risk assessment we will be notified whether this application for hire has been approved or declined.

Primary applicant signature:..... Date:

Secondary applicant signature: Date: