

St Therese's PACE Function Room

Function Hire Terms and Conditions

As at July 2023

1. Booking Times

1.2 MONDAY TO FRIDAY

- 1.2.1** PACE Function Room may be hired during the hours 12:00pm to 5:00pm on weekdays.
- 1.2.2** Weekday function hire of PACE is restricted to post-church gatherings such as wakes and other religious services held in our church.
- 1.2.3** On weekdays PACE Function Room has a minimum hire time of 2 hours, and may only be hired in full hour blocks.

1.3 SATURDAY AND SUNDAY

- 1.3.1** PACE Function Room may be hired during the hours 10:30am to 6:30pm on Saturday and Sunday for a maximum of 8 hours.
- 1.3.2** On Saturday and Sunday PACE Function Room has a minimum hire time of 3 hours and may only be hired in full hour blocks.
- 1.3.3** The earliest a function may begin on Saturday or Sunday is 10:30am which allows for bump in beginning at 9:00am. (see section 6.2 for more details on access to PACE)
- 1.3.4** Weekend events must conclude at 6:30pm with the Function room vacated by 8:00pm at the latest (see section 6.4 for more details on access to PACE.)

1.4 PACE CHRISTMAS CLOSURE

- 1.4.1** PACE Function room closes on the second Sunday in December each year and reopens on the first Sunday in February.
- 1.4.2** The parish office closes each year from the weekday closest to 23rd December and reopens mid-January. PACE booking enquires made during this time will not be responded to until the office reopens.

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 office.
- 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 Saturday and Sunday Hire rates:

First 3 hours (minimum booking)	\$390
Additional hours	\$65 per hour
Security bond of \$200 payable on all function bookings (additional)	
Cleaning fee of \$70 payable on all function bookings (additional)	

- 4.2 Weekday Hire Rates are as follows:

First 2 hours (minimum booking)	\$220
Additional hours	\$55 per hour
Security bond of \$200 payable on all function bookings (additional)	
Cleaning fee of \$70 payable on all function bookings (additional)	

- 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 40 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 On Saturday and Sunday access will be granted 1.5 hours prior to function commencement to allow for set up (bump in). This 1.5 hours is allocated to each function free of charge.
 - 6.2.1 If hirers require more than 1.5 hours for set up they should book the Function room for additional hours which will be charged at \$65 per hour (see section 4 for pricing and payment details.)
 - 6.2.2 Access for set up will not be granted on any day other than the date of booking.
- 6.3 All deliveries are to be arranged within the time allocated for the function set up.
- 6.4 For weekend functions access will be granted 1.5 hours after the finish of the function to allow for pack up (bump out). This 1.5 hours is allocated free of charge.
 - 6.4.1 If hirers require more than 1.5 hours for pack up they should book the Function room for additional hours which will be charged at \$65 per hour (see section 4 for pricing and payment details.)
 - 6.4.2 Access for pack up will not be granted on any day other than the date of booking.
- 6.5 Departure times must be strictly adhered to. Management reserves the right to enforce closing time.

7. Smoking

- 7.1 PACE is a **NON-SMOKING VENUE**. Smoking is not permitted anywhere within the PACE buildings or grounds.
- 7.2 Evidence of, or visual confirmation of hirer or guests smoking in PACE Function Room and/or surrounds will result in the loss of security bond. This includes the outdoor spaces in the rear yard, the onsite carpark, entrance foyer/portico and the driveway.

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, installed and removed within allocated access times.
- 10.3 Decorations and staging left at PACE will result in waste removal charges being deducted from hirer's security bond.

11.0 Furniture and Fittings

11.1 Hire allows for the use of PACE furniture which includes the following:

Quantity	Description
62	Upholstered chairs (internal use only)
6	750mm x 1500mm folding tables (internal use only)
4	900mm x 1800mm folding tables (internal use only)
2	Bar tables (external use only)
8	Bar stools (external use only)
2	Outdoor dining tables (external use only)
4	Outdoor dining benches (external use only)

11.2 Quantities of furniture required should be confirmed pre-function as occasionally the parish moves furniture around for other uses.

11.3 PACE has a fully-equipped kitchen with crockery, cutlery and glassware which may be used by the hirer and must be hygienically washed and returned to storage after use.

11.4 The hirer must ensure all furniture and fittings remains in the condition found on commencement of hire.

11.5 Any damage to furniture or fittings should be reported to the parish.

12.0 Packing Up

12.1 All furniture and fittings must be returned neatly to storage.

12.3 All rubbish must be put in bins provided. Bins are for food waste and recycling only not for decorations or staging.

12.3 Decorations and staging must be removed and taken off site.

12.4 If kitchen facilities are used, all appliances must be left clean and benches wiped.

12.5 All tableware, small appliances and glassware must be hygienically washed and returned to storage.

12.6 No food or drink may be left in the kitchen

13. Liability

13.1 The person named as Hirer shall be responsible in full for all costs and charges as a result of the agreed reservation.

13.2 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.

13.3 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.

14. Unforeseen Circumstances

14.1 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.