

St Therese's Pastoral and Administration Centre Essendon (PACE)

Application and Agreement for Hire

Information for Hirers

1. All applicants must read and agree to abide by the terms of hire laid out in 'St Therese's PACE Function Room Conditions of Use'
2. Applicants must be at least 25 years of age.
3. A security deposit must be paid to secure any booking
4. Full payment must be made at least two weeks prior to event.
5. Payments can be made by cash, credit card or EFT.
6. Access will be granted to PACE by arrangement with the parish office.

Hirer Details (two contact names required)

Primary Applicant Name:

Address:

Email: Mob:

Secondary Contact Name: Mob:

Booking Details

Purpose of Booking:

Day/Date Required:

Function Start Time: Function Finish Time:.....

Function Total Hours:

Please note, access to the PACE function room will be granted 1.5 hours before start time and will end 1.5 hours after finish time. The standard 3 hour booking allows 6 hours access to the room.

Notes:

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Signature

I 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 understand that this application will not be considered until this completed form is received by the St Therese's Parish office administration team.

I understand that this application will be reviewed by parish staff and following a risk assessment we will be notified whether this application for hire has been approved or declined.

Primary applicant signature: Date: