

# St Therese's PACE Function Room Function/Event Hire Conditions of Use

As at 15 July 2024

## 1. BOOKING TIMES

### 1.2 Saturday and Sunday

- 1.2.1 PACE Function Room may be hired during the hours 10:00am to 6:00pm on Saturday and Sunday.
- 1.2.2 On Saturday and Sunday PACE Function Room has a minimum hire of 6 hours and a maximum hire time of 8 hours and may only be hired in full-hour blocks.
- 1.2.3 On Saturday and Sunday the earliest a hirer can gain access to PACE is 10:00am and all function activities must conclude in enough time to pack up and vacate the building by 6:00pm.

### 1.2 Monday to Friday

- 1.3.1 PACE Function Room may be hired during the hours 12:00pm to 5:00pm on weekdays.
- 1.3.2 Weekday function hire of PACE is restricted to post-church gatherings such as wakes and other gatherings after religious services held in St Therese's church.
- 1.3.3 On weekdays PACE Function Room has a minimum hire time of 3 hours and may only be hired in full hour blocks.

### 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 23<sup>rd</sup> December and reopens mid-January. PACE booking enquires made during this time will not be responded to until the office reopens.

## 2. ELIGIBLE HIRERS

- 2.1 Applicants must be at least 25 years of age.
- 2.2 PACE will not be hired for the purposes of birthday celebrations between the ages of 13 and 40 years.

## 3. PRICING AND PAYMENT

### 3.1 Saturday and Sunday Hire rates:

6 hours access (minimum booking)	\$550
Additional hours	\$70 per hour
Security bond for all Saturday and Sunday bookings	\$200 (additional)

### 3.2 Weekday Hire Rates are as follows:

3 hours access (minimum booking)	\$290
Additional hours	\$55 per hour

### 3.3 St Therese's does not charge GST.

## 4. CONFIRMATION AND PAYMENT

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

## 5. CANCELLATION

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

## 6. ACCESS

- 6.1 One electronic access pass will be allocated to the hirer. Pick up and drop off the pass will be confirmed by St Therese's administration.
- 6.2 Booking times must include set up and clean up times as your electronic access pass will not allow you into the facility until time booked and you must have vacated and locked the building by the finish time indicated on your booking form. Any call out to parish staff will be charged to the hirer, these costs include penalty rates.
- 6.2.1** If hirers require more than the 6 hours minimum access they should book the Function room for additional hours which will be charged at \$70 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.
- 6.2.3.** Access for pack up will not be granted on any day other than the date of booking.
- 6.3 All deliveries and collections are to be arranged within the time allocated for the function.
- 6.4 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

Alcohol may be served at functions in PACE. Normal liquor regulations apply.

## 9. ENTERTAINMENT AND ACTIVITIES

- 9.1 It is the responsibility of the Hirer to obtain any necessary permits and insurances 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 (which may include weddings on weekends).

## 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.

## 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 which are located in the driveway area of PACE.
- 12.3.1** General waste should be disposed of in red-lidded bins and should be tied up in rubbish bags provided.
- 12.3.2** Recycling should be disposed of in yellow-lidded bins and should be loose without any contaminants such as soft plastics, food scraps etc
- 12.3.3** No liquids should be disposed of in any bins.
- 12.3.4** Failure to follow these guidelines will result in the loss of security bond
- 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

## **11.0 FURNITURE AND FITTINGS**

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

<b>Quantity</b>	<b>Description</b>
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.

## **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. SECURITY VIDEO SURVEILLANCE**

The Function Room and surrounds at St Therese's are under constant video surveillance

## **15. UNFORESEEN CIRCUMSTANCES**

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 parish office for Business Terms and Conditions.