

Hall Hire Enquiry for Private (Single) Use

St Mary's Anglican Church, 163 Howard Street, North Melbourne, VIC 3051.
Phone: 9329 5193 FAX: 9329 5090

Name of Group/Person:.....
.....

Address for correspondence:.....
.....Postcode:

Phone/FAX:..... Mobile:

e-mail:

Purpose of hire (please be specific):

.....

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Date proposed:.....

Time required (including 'set up' & cleaning):.....

Facilities requested (please check appropriate boxes, toilet facilities are always available):

Meeting Room: Small Hall: Large Hall: Kitchen:

Equipment requested: (e.g. chairs, tables etc.):

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Equipment intended to be used: (e.g. Music/band/PA system):

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Please return this completed form to the above address as soon as possible in order that your request may be considered by the Church. It is in your interests to be specific and prompt.

Please note the following:

- All use of Church facilities must comply with Diocesan and Community regulations.
- The hirer is responsible for security of their guests and the building during the period of hire. the hirer agrees to restore the facilities to an agreed satisfactory state.
- The hirer, is responsible for any damage, breakages, breach of security during the period of hire agreed upon.
- An agreed deposit is to be paid upon signing of any agreement with the Church all necessary documents pertaining to licences, insurances that may be required are to be available for perusal by the Church authorities at any ime prior to the event after signing of an agreement.
- This form does not stand in place of an agreement or contract.