

**ST SIMON'S PARISH HALL**

2 Taylors Lane,  
Rowville Vic 3178  
Telephone: 9764 4058

**APPLICATION AND CONDITIONS OF HIRE**

Name of Main Hirer: ..... Name of Second Contact:.....  
Daytime Telephone: ..... Daytime Telephone:.....  
Mobile: ..... Drivers Licence No:.....  
Address: .....  
Date of Hall Hire: ..... Nature of Function:.....  
Time of Hall Hire:.....

**Acknowledgement**

The Hirer acknowledges;

- having read and understood the instructions and conditions of hire, has received a copy of the instructions and conditions and agrees to be bound by them including, but not limited to the indemnity herein.
- that the applicant has made his or her own appraisal of the suitability of the Hall for the function and;
- is aware of all prohibitions and restrictions applying to the Hall under requirements, orders and authorities and all laws.

If the Hirer breaches any of the instructions and conditions, the function may be stopped at any time and the hirer and hirer's guests may be required to leave the hall and all hiring charges including the bond and out of pocket costs, if any, which exceeds the bond, will have to be reimbursed by the hirer.

**Date:** .....

.....  
Signature of Hirer For and on behalf of St Simon's Parish

**PAYMENT:**

**Bond**

\$500.00 /credit card details given Date received: .....

**Deposit**

Cheque / Cash / Credit Card \$ Date received: .....

**Balance Owing**

Cheque / Cash / Credit Card \$ Date received: .....

**Hall Hire - Payment by credit card:**

**Name on credit card:** .....

**Card Number:** ...../...../...../..... **Expiry date**...../.....

Visa / Mastercard / AMEX / Diners club.

**Amount Paid:** \$.....

**Bond Security: \$500.00**

**Bond \$** ..... **date returned** .....

RETURN THIS FORM TO THE PARISH OFFICE

# **RISK ASSESSMENT CHECKLIST FOR HIRERS**

*Hire will not proceed unless checklist is completed and returned to facility and meets with the approval of St. Simon's Parish Hall Hire Committee.*

## **SECTION A**

Have you obtained Insurance Cover for your event? **Yes/No**  
*St. Simon's Parish holds no responsibility for personal or property damage during the period of hall hire. Hirers contract the hall 'at their own risk'.  
(refer to Application & Conditions of Hire)*

Type of Function/Activity? .....

Number of people attending? .....Age group of attendees? .....  
*You will be required to provide evidence verifying the above answers.*

## **SECTION B**

Will you be serving a meal? **Yes/No**  
If yes, how will it be served? .....  
Will you be using a caterer? **Yes/No**  
Will kitchen facilities be required? **Yes/No**  
Will alcohol be consumed? **Yes/No**  
Is a Liquor Licence required? **Yes/No**  
*Licence is required where alcohol will be sold or is included as part of ticket entry.*  
Other permits required? .....  
Will any containers be used for storage of drink/food that may leak? **Yes/No**  
Are there enough power points for your use? **Yes/No**  
*Double adapters/power boards MUST BE TAGGED if being used in this facility.*  
Is there need for supervision/security at this event? **Yes/No**  
If yes, what security is proposed? .....  
Could noise from your function disturb others in the area? **Yes/No**  
Live Music? **Yes/No**  
Amplified Music? **Yes/No**  
Public Address System? **Yes/No**

## **SECTION C**

Is there potential for injury caused by:-  
Sharp objects? **Yes/No**  
Open flames (including candles) **Yes/No**  
Fall hazards? **Yes/No**  
Manual handling? **Yes/No**  
Equipment supplied by Hirer? **Yes/No**  
If yes to any of the above, please explain how injury risk will be managed.  
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## **HIRER'S DELCARATION**

I confirm that the above information is a true and accurate account of the conduct of the proposed activity

SIGNED:..... PRINT FULL NAME .....