

# Our Lady of Mt Carmel Parish

Serving Varroville, Raby, St Andrews and Bow Bowing Since 11 May, 1980



To know, love and serve Jesus  
by sharing our gifts through our baptismal mission

193 St Andrews Rd  
Varroville NSW 2566  
[www.olmcvarroville.org.au](http://www.olmcvarroville.org.au)  
varroville@dow.org.au

## Application for the hire of the Fr Albert McKeogh Memorial Hall

|  |  |                         |  |
|--|--|-------------------------|--|
| Name:  |  |                         |  |
| Organization/ Group:                                 |  |                         |  |
| Address:   |  |                         |  |
| Home phone:  |  | Mobile phone:           |  |
| Work phone:  |  | Email address:          |  |
| Date of function:                                    |  | Time of function:       |  |
| Purpose of function:                                 |  |                         |  |
| Preparation time required:                           |  | No of people attending: |  |
| Will alcohol be consumed?                            |  | Permit from Police:     |  |
| Name of Security Company:                            |  |                         |  |
| Method of Payment-<br>Cash/ cheque/ credit card/ EFT |  | Hall hire fee           |  |
|  |  | Preparation time fee    |  |
|  |  | Bond                    |  |
|  |  | Total payable           |  |
| Date   |  | Deposit paid            |  |
| Date   |  | Bond paid               |  |
| Date   |  | Balance paid            |  |
| Date   |  | Bond refunded           |  |

**PLEASE NOTE:**

- The Hall Hire fee for a function is \$400. This includes 2 hours preparation time. If additional preparation time is required it will cost \$10 per hour.
- The non refundable deposit (\$100) must be paid at the time of booking the hall. The hall hire fee balance must be paid 2 weeks before the function.
- On Saturday evening your function cannot begin until 6.30pm because Mass commences at 6pm.
- If alcohol will be consumed at your function, you must obtain a liquor permit from Macquarie Fields Police Station. A copy of the permit must be submitted to the parish office prior to your function.
- If your function is for an 18<sup>th</sup> or 21<sup>st</sup> birthday party, you must hire a security guard and submit the details to the office prior to the function. For other functions the need for security will be requested at the discretion of the parish priest.
- The hall Bond is \$400. The bond will be withheld if any damage is caused to the hall. It will also be withheld if you do not clean up after your function. The bond must be paid by the Thursday before the function. If the bond is paid by credit/debit card, it can automatically be refunded onto the same card. Otherwise you must submit your bank account number for the bond refund.
- The keys are to be collected on the day of the function 2 hours before the booking times and returned the day after the function.
- We accept payment by cash, cheque, EFT, debit/credit card.

I have received a copy of CONDITIONS of the Hall Hire & agreed to follow those stated.

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ (Hall Committee)

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Hall Inspection done by: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

If you pay the bond by credit card, it can be automatically refunded to your credit card. Otherwise it will be refunded by Electronic Funds Transfer. Please provide your bank details:

Name of Account: \_\_\_\_\_

BSB: \_\_\_\_\_ Account No: \_\_\_\_\_



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## Hall Hire Conditions

- **Please ensure the information on this sheet is shared with the people helping you with your function.**
- Please ensure your guests and their cars do not impede Saturday evening or Sunday church services. Please do not play loud music during this time.
- Approval must be obtained before decorating the hall. No decorations can be attached to ceiling, walls, floors or ceiling fans. Table decorations are best. Balloons must be secured by a weight so they don't damage the ceiling fans.
- Please do not drag tables, chairs or anything else across the floor.
- The little house area is NOT a part of the hall hire. If your children use the equipment, they MUST be supervised by an adult at all times. If any equipment is damaged, the cost of repairs will be taken from your bond.
- All floors are to be swept & washed after function.
- All rubbish to be placed into green bin in the car park. If bin is full please leave rubbish neatly stacked in garbage bags inside the hall. If your guests leave rubbish outside you must pick it up.
- Clean kitchen benches, stove, sink & microwaves.
- Please bring your own tea towels. If you use tea towels from drawer, please leave them in the kitchen so they can be washed. Please DON'T take them home.
- Please ensure fridges are empty at end of function
- All chairs are to be stacked 15 high and replaced as you found them.
- All tables to be placed neatly away. All tables are to be wiped over before you pack them away. The round tables go BACK to BACK & FRONT to FRONT. This will keep them from being scratched.
- Toilets must be cleaned thoroughly.
- All doors and windows must be closed. All lights, fans and heaters must be turned off.
- Smoking is prohibited in the hall at all times.
- The hall is to be used only at approved times and noise is to be kept at a reasonable level.
- Please lock the gate when you leave.

**If there is any damage to the hall including broken tables or chairs please inform the Parish Office on 9603 7373 or 0409 307 246 immediately.**

**Failing to comply with these rules means you will lose your bond.**

**THANK YOU**