

Conditions for Hire



St Flannan's Catholic Parish
194 Handford Road Zillmere
Phone: 3265 3977
Email: stflannans@bne.catholic.net.au
Office hours: Tuesday to Friday 9am – 3pm

1. Applications for the use of the facilities must be made in writing on the forms supplied.
2. **Hire fee** specified in item B of the Schedule must be paid at the time of making the booking, or, in the case of ongoing use, by arrangement with the booking officer.
3. **Security Bond** specified in item B of the Schedule **must be deposited with the booking officer a minimum of two (2) weeks prior to the function** and will be refunded in full provided that no damage is done to the facilities, and the surrounding property is left clean and tidy. Loss of keys may entail replacement of locks and this will be at the discretion of the booking officer and is at the liability of the Hirer. Should any damage occur, the booking officer's assessment shall be final.
4. Nothing is to be attached in any manner to the walls, floors, curtains or any part of the buildings, nor shall signs, scenery etc be erected without the permission of the booking officer.
5. The right is reserved to refuse to let the facilities at the discretion of the booking officer, in which case all monies paid will be refunded.
6. The Parish makes no warranty or representation to the Hirer about the condition of the facilities or their suitability for the hirer's purpose. Further, the hirer acknowledges that they have inspected the facilities and warrants that the facilities are suitable for the hirer's purpose.
7. The hirer will be responsible for any accident, loss, damage or injury suffered by any person using the facilities during the hiring period and any loss, damage or injury suffered by any person on the hired premises and its surrounds.
8. The hirer agrees to indemnify the Parish for any claim arising from excessive noise, disturbance or nuisance by people attending the function.
9. The hirer shall be liable for and shall indemnify the Parish against any liability, loss, claim or proceeding in respect of any injury, loss or damage whatsoever to any property real or personal in so far as such injury, loss or damage arises during the hire period.
10. The hirer shall be liable for and shall indemnify the Parish against any liability, loss, claim or proceeding in respect of any injury, loss or damage whatsoever arising under any legislation or at common law in respect of personal injury or death of any person arising during the hire period.
11. The hirer agrees to effect insurance set out in item C of the Schedule which at all times covers liability to the public in respect of personal injury to or death of any person whomsoever and in respect of any injury, loss or damage whatsoever to any property real or personal, where the injury, death, loss or damage occurs during the hiring period.
12. The hirer shall obtain insurance or pay levies or similar charges as required by any legislation relating to compensation for injured workers. Where such legislation does not provide indemnity against claims for common law damages by workers, the hirer agrees to insure against such common law liability in relation to all persons employed by the hirer during the hiring.
13. The hirer agrees that the insurances referred to in clauses 11 and 12 shall be effected so as to be in force as from the date the Parish makes the facilities available to the hirer and shall be maintained until the end of the hiring period.

14. It is the responsibility of the hirer to obtain any necessary permits from the relevant authorities as required for the planned activities. If entertainment is to be provided, it must be in keeping with the values and standards of the Parish. All programmes must be submitted for approval prior to the hiring period.
15. If kitchen facilities are to be used all appliances must be left in a clean and tidy condition. No food or drink may be left in the refrigerators and all bottles and rubbish must be removed from the premises and placed in the appropriate bins. Please ensure that the furniture is returned to their original positions. Where chairs were stored in a stacked position, please ensure that the chairs are restacked in groups of 6-8 in order of colour and shape. Toilets must be cleaned and swept. All external doors must be locked. Do not turn off any refrigerators.
16. A day's hire shall be deemed to commence at noon on the day of the activity and finish at noon of the next day. All activities that involve the use of the hall's kitchen facilities or occur after 5:00pm shall be charged at the daily rate. Activities that do not involve kitchen use and occur between the hours of 8:00am and 5:00pm, at the discretion of the booking officer, may be hired at an hourly rate.
17. Persons authorised by the booking officer shall at all times be entitled to free access to most parts of the building.
18. Sales of any kind are not permitted without prior approval.
19. Sub-letting of facilities is never permitted.
20. In case of any disputes arising, the decision of the Parish Priest shall be final.
21. Noise (music etc) must be contained within the requirements of the regulations administered by the Brisbane City Council. Additionally, music must cease at midnight on Fridays and Saturdays, 10:00pm on Sundays, and 11:00pm on all other days.
22. The hirer of The High School and guests are confined to the building and its accompanying facilities and this does not extend to the Church, school and playground.
23. The hirer is aware the facilities are in a residential area and that all persons attending the function must refrain from any behaviour which could be reasonably construed as disturbing the neighbours or infringing on a person's property and/or rights.
24. Under no circumstances shall liquor be sold until approval from the booking officer has been obtained and the necessary liquor permit is sighted at the time of obtaining the hall key and payment of the bond.
25. Approval for the consumption of alcohol is not to be served to guests under 18 years of age.
26. Approval for the consumption of alcohol may be withheld at the discretion of the booking officer.
27. Smoking is not permitted in the hall or within the Parish property.
28. The St Flannan's Outside School Hours Care (OSHC) operates out of The High School during school terms from 6:00am-10:00am and 2:00pm-7:00pm, Monday - Friday inclusive. This will impact significantly on the hiring options and availability of this facility.
29. The Parish accepts no responsibility for private property left in the facilities.