

Hire Information for Hall

Attention all Hirers:

- Before the function hirers must be familiar with the location of the first aid kit, emergency exits, kitchen health posters, emergency equipment (eg fire extinguishers, fire blanket).
- Exits are to remain clear at all times.
- Hirers must have orientation of technology, cooking equipment and cleaning equipment before use.
- The hirer will advise the owners of any damages or hazards.
- No Smoking is allowed in any buildings or within Parish grounds.
- Hirers must comply with any State or Diocese Health and Safety rules/regulations.
- The Church's BBQ's and gas bottles are not to be used by the hirer.
- No decorations may be attached to the walls or ceilings of the hall.
- Spillages on floor should be cleaned up immediately.
- Hall floor must be vacuumed at end of function/hiring.
- If used, the kitchen benches must be wiped clean and the floor swept (mopped if necessary) at end of function.
- Toilets must be kept clean.
- All tables are to be wiped down. Chairs to be stacked.
- All foodstuffs and equipment brought in by hirer must be removed after the function. All rubbish to be placed in wheelie bins.
- All Church's plates, bowls, cutlery etc used by hirer must be washed, dried and put away.
- Turn off all lights, cooking equipment and air conditioners at end of function.
- All doors must be locked and windows closed at end of function.
- Any key given to hirer must be returned the next working day.
- The Hall is in a residential area and there should not be excessive noise.
- Contact number: 0481126280 Emergency number: 000

Confirmations and Payments

- All Hall hirings have to be confirmed in writing by the Strathpine Parish.
- The Parish and the hirer must sign the Licence to use Premises form before hire commences.
- All Hall hirings have to have Public Liability Insurance Cover either: where the Diocese agrees to cover, or where the hirer has their own portable cover.
- Deposit payments should be made a minimum of 5 working days in advance. Booking only 'confirmed' when the deposit is made.
- Final Hire Payments are to be made 2 working days in advance. For example, if the hire is on a Monday then the payment should be in our bank account on the prior Thursday.

Banking details

Pay online:

Financial Institution: Anglican Financial Services

Account Name: Anglican Parish of Strathpine

BSB 704901 Account No. 00001530

Reference: Hall, Hirers Name, date of hire, eg (Hall, Smith, 12 April)

Email confirmation of payment to hallhire@stfaiths-strathpine.org.au

Pay in person at a Bank:

Pay at a NAB Bank (NAB accepts payments for the below)

Financial Institution: Anglican Financial Services

Account Name: Anglican Parish of Strathpine

BSB 704901 Account No. 00001530

Reference: Hall, Hirers Name, date of hire, eg (Hall, Smith, 12 April)