

## **Hire Information for Hall**

Hirers must be familiar with all the locations of the first aid kits, emergency exits, kitchen health posters, emergency equipment (e.g. fire blanket, fire extinguishers).

Marked exits are to remain clear at all times. Hirers must have orientation of technology, cooking equipment and cleaning equipment before use.

- Hirer will advise the Hall Hiring Co coordinator of any damages or hazards.
- No smoking is allowed in any buildings or within the church/Parish grounds.
- Hirers must comply with any State or Diocese Health and Safety rules/regulations.
- The church's BBQ and gas bottles are not to be used by the hirer.
- No decorations may be attached to the ceilings of the hall. Blu tack maybe used on glass windows or walls all residue must be removed at the end of the hire.
- Spillages on floor should be cleaned up immediately.
- Hall floor must be vacuumed at the end of function/hiring. Vacuum cleaner is kept in the Storeroom on the Sutherland Drive Side of the hall.
- If used, the kitchen benches must be wiped clean and the floor swept (mopped if necessary) at the end of the function. Mop and bucket are in the storeroom attached to the Sutherland Drive side of the hall.

- Toilets must be kept clean, please check them before leaving the premises.
- All tables are to be wiped down. Chairs to be stacked no higher than 5 in a stack.
- All foodstuffs and equipment brought in by hirer must be removed after the function. All rubbish is to be placed in the appropriate wheelie bins.
- All Church 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.
- 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 numbers: Pam Lynam 0402 062 020  
[hire@stfaiths-strathpine.org.au](mailto:hire@stfaiths-strathpine.org.au)

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[office@stfaiths-strathpine.org.au](mailto:office@stfaiths-strathpine.org.au)

Emergency number 000

