

**WILLIAMSTOWN CHURCH OF CHRIST
TERMS AND CONDITIONS FOR CASUAL HIRE OF CHURCH
HALL/FACILITIES (BIRTHDAY PARTIES & OTHER FUNCTIONS)**



1. The Hire Amount is \$45 per hour or part thereof.
2. Building must be vacated **by 11pm**, and the advertised event must finish **at or before 10.30pm**.
3. A Cleaning Fee of \$100 and Caretaker's Fee of \$30 must be paid two weeks in advance. The church's bank account details can be found at www.willichurch.org.au/hall-for-hire
4. The Church property (including outside footpath and entry way) is a strictly smoke-free facility and alcohol is not permitted on the property (either inside or outside).
5. We strongly suggest that the entrance door be locked once all your guests have arrived, to prevent uninvited people from entering.
6. Facilities must be left in a neat and tidy condition. Floors must be swept of crumbs etc and benchtops and floors must be left tidy. Paper and foil confetti and streamers are not permitted. Care must be taken with drinks to avoid spillages on the recently polished floors.
7. All rubbish must be taken away.
8. Care should be taken for control of all guests, in order that Church property is not damaged or vandalised. Where children and teenagers are present, parental supervision is required inside and outside throughout the event.
9. A Bond payment of \$150 must be paid prior to the function – this will be fully refunded on the condition that no damage occurs and all of the conditions are adhered to. The cost of any repairs to damaged property will be paid by the Hirer below.

I agree to the above Terms and Conditions.

..... (Name of Hall Hirer – please print name clearly)

..... (Signature)

..... (Date)

..... (Date of event Hall Hire)