

Venue Hire Agreement

Catholic Parish of Christchurch South

Venue Name	
Address	
Parish Contact	

Hirers: Signing the Venue Hire **Contract** signifies you have read and understood these conditions.

Venue Booking

The **Venue Hire Contract** must be completed prior to the hiring of the hall, with these conditions forming part of that agreement.

The Parish reserves the right to accept or decline any booking.

A Bond may be requested for use of the venue. This Bond will be refunded when the venue is left in a clean and tidy condition, and free of damage.

Booking cancellations must be notified at the earliest opportunity.

The hirer should ensure their equipment has insurance cover; if not any loss of goods, cash or personal belongings are the responsibility of the Hirer.

The Hirer will utilise the venue only for the purpose agreed in the hire agreement. Premises are not to be used in an illegal or offensive manner.

The venue will only be used on the dates, and between the times, stipulated on the Booking Form.

Hall use

- **No smoking** in the venue.
- **No food/drink** in the meeting room please.
- **No alcohol** is allowed in the venue.
- The Hirer must ensure that a mobile phone is available to use in case of emergencies, as there is no landline on the premises.
- The Hirer is liable for damage done to the venue by the Hirer or members of their party.
- The Hirer must leave the rented area of the venue used by the Hirer in a clean and tidy condition as it was at the beginning of the hire period. Cleaning equipment is stored *in the marked cupboards* for the use of the Hirer. The Hirer will supply their own rubbish bags and remove all rubbish from the premises.
- Security during the hire period is the sole responsibility of the Hirer.
- The Hirer will ensure that there will be no activities that unreasonably interfere with the safety, peace, comfort and convenience of any person in the vicinity of the venue. This includes when people are arriving or departing the venue.

Provide a copy of this agreement to the Hirer

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- The Hirer will ensure that people only use the agreed areas of the venue, and not other parts of the property. The school playground is not to be used.
- The Hirer will not create or allow any hazard to be created to the premises and will immediately take all necessary action to control any hazards arising from their occupancy.
- Preparation of the hall for all functions, including the setting out of tables and chairs is the responsibility of the Hirer. **All chairs, tables and other equipment brought into the Hall from outside must not damage the floor surface.**
- Posters, bills or stickers must not be affixed to any part of the property nor may they be displayed within the grounds or building unless prior arrangement has been made with Christchurch South Parish.
- Nails, screws, staples, cellotape, brown plastic tape, or any other means of fixing that may cause damage are not to be used on any part of the property including flooring.
- No stiletto or steel capped shoes to be worn on the wooden floor.
- Before vacating the premises ensure all exit doors and windows are closed and locked.
- Check venue to ensure no person remains on the premises, and that all lights, heaters, fans, or any other electrical items are switched off.
- The Hirer will restore the premises to the original setting after use.
- Keys are to be returned to the Parish *contact as instructed.*
- Alarms, if present, may need to be reset when the venue is vacated.
- In the event of the Hirer committing a breach of any of the foregoing provisions the Parish shall have the right to terminate the agreement.

Health and Safety

The hazards regarding the venue and its surrounds are identified in the attached Venue Hire Hazard Register. Signing the Venue Hire Contract is an acknowledgement that the Hirer is aware of the hazards and controls on this Register.

All Groups hiring the venue are to identify a person who will act as an Emergency/Fire Warden.

The number of Wardens should be appropriate to the number and type of attendees.

The Warden will check the venue before and during its use to ensure exits are accessible.

The Hirer is to inform the Parish contact of any hazards or incidents they become aware of so any hazards may be addressed.

Signed: _____

Date: _____

Provide a copy of this agreement to the Hirer