



# Our Lady of the Valley Catholic Parish Gatton Laidley

37 John Street South, LAIDLEY QLD 4341: (07) 5465 3131: gatton@bne.catholic.net.au

## AGREEMENT FOR HIRE OF OUR LADY OF THE VALLEY PARISH FACILITIES

BETWEEN

Roman Catholic Trust Corporation of the Diocese of Brisbane (St Mary's Parish Gatton /St Patrick's Parish Laidley )  
as the owner of St Mary's Parish Centre, Maitland Street Gatton & St Patrick's Parish Hall, John Street Laidley

("the Owner")

And ..... of ( Address)

.....

The person named in the Schedule hereto as the Hirer

("the Hirer")

1. The Owner agrees to allow the Hirer to occupy the hall for the purpose of a function to be held on the hiring date set out in the Schedule. Such permission shall be on the terms and conditions set out in this Agreement.

### **Hiring Charges and Security Bond**

2. Hiring charges for the use of the hall must be paid at the time of making the booking. The hiring charges will be such amount as is advised by the Parish Office.
3. If a booking is cancelled by the Hirer, within 2 weeks prior to the nominated function date, the hiring charges paid will be refunded to the Hirer
4. A security bond of \$150 must be deposited by way of cash or cheque made payable to Our Lady of the Valley Parish Gatton-Laidley, delivered to the Parish Office Secretary. Payment for the security bond is to be made at the time of the booking and will be banked by the Parish Finance Secretary. The security bond will be refunded to the Hirer in full provided no damage is done to the hall and facilities and the surrounding property is left tidy. Otherwise the security bond may be applied in full or in part to make good any loss or damage and remove any rubbish. Loss of keys may entail replacement of locks and this will be at the discretion of the Parish Secretary and is at the liability of the Hirer.
5. If the Hirer requires regular ongoing bookings for the use of the hall, the hiring charges are to be paid by the Hirer at time intervals to be arranged with the Parish Office. Notwithstanding any standing arrangement for the regular hiring of the hall to the Hirer, it is acknowledged that if the Parish Office Secretary notifies the Hirer of a need for a third party to use the hall on any particular date the Parish Office Secretary may cancel the Hirer's booking for that particular date. In such event the Hirer will not be charged a hiring charge for that date.

### **Hirer to Indemnify the Owner Against Liability, Loss and Claims**

6. The Hirer shall be liable for, and shall indemnify the Owner against, any accident, loss, damage or injury suffered by any person using the hall or the facilities during the hiring period and any Loss, damage or injury suffered by any person on the hired premises and its surrounds.
7. The Hirer shall be liable for, and shall indemnify the Owner against, any liability, loss, claim or proceeding in respect of any loss or damage whatsoever to any property insofar as such loss or damage was sustained during the hiring period.

8. The Hirer shall be liable for, and shall indemnify the Owner against, any liability, loss, claim or proceeding whatsoever arising under any legislation or at common law in respect of personal injury to, or death of, any person arising during the hiring period.

**Public Liability Insurance Held by the Hirer**

9. Set out in the Schedule are details of the Hirer's insurance policy which covers the Hirer against public liability risks anywhere in Australia. If called upon to do so by the Parish Secretary, the Hirer agrees to claim under that insurance policy to seek the discharge of the Hirer's obligations under any of clauses 6, 7 or 8 above.

**Hirer's Responsibility to Obtain Necessary Permits**

10. It is the responsibility of the Hirer to obtain any necessary permits, including for the selling of liquor upon the hall premises, from the relevant authorities as required for the function.
11. If requested to do so by the Parish Secretary, the Hirer agrees to register the function with Queensland Police.

**Finishing Time for Functions and Monitoring Noise Levels**

12. The Hirer is responsible to ensure that their function is finished by no later than 12:00 midnight and that the hall premises and surrounds are vacated by no later than 1:00am.
13. The Hirer shall also be responsible to monitor noise levels during the function and ensure that the music played at the function is not so loud as to disturb the local residents or during Mass.

**Smoking is Not Permitted**

15. The Hirer acknowledges that these buildings are a smoke-free environment. No smoking is permitted within the hall or any of the associated buildings. Smoking is permitted outside but only if proper use is made of ashtrays which are to be placed outside. The Hirer must, however, empty, clean and return the ashtrays to storage at the end of the function.

**Restrictions Regarding Decorations**

16. No decorations are allowed to be fixed to the walls of the hall, nor is any cellotape or masking tape allowed to be used on the walls. Decorations may be pinned or applied by blue tack to the picture rails around the walls of the hall.

**Hirer to Provide Own Toiletries and Hand Towels**

17. The Hirer shall be responsible to provide such things as hand soap, hand towels and any other special requirements for use at the function. These things are not supplied by the Owner.

**Hirer's Responsibility to Leave Premises in a Clean, Tidy and Secure Condition**

18. The Hirer shall be responsible to see that each of the following matters have been attended to:
- a) All pins and blue tack are to be removed with decorations.
  - b) No food or drink may be left in the hall.
  - c) Locking doors, turning off lights, fan and heaters.
  - d) Tables, trestles and chairs to be wiped clean and stacked in storage room.
  - e) If rubbish exceeds the wheelie bin provided, it is the Hirer's responsibility to take the excess rubbish away at the end of their function.
  - f) All equipment brought into the hall by the Hirer for the function must be removed after the function has concluded.
  - g) The Hirer must leave the hall and surroundings in a clean and tidy state and must report any damage caused to the Parish Secretary.
  - h) The Hirer is responsible for any equipment left at the hall after the function.
  - i) All Hall doors, including toilets are to be locked at the end of the event.

**Collection and Return of Key to the Booking Officer**

19. The Hirer is responsible for the collection of the Hall key from the Parish Office. The Hirer is responsible for returning the key to the Parish Office or to the box located outside the Hall at the end of their function. This return time must be strictly adhered to, unless prior alternative arrangements have been made with the Parish Secretary.

**Exclusion of Owner's Liability**

20. The Owner accepts no responsibility for any private property left upon the hall premises or its surrounds.

**Gatton-Laidley Parish Office:**  
**Address:**  
**Parish E-Mail:**

**37 John Street South, Laidley Tel: (07) 5465 3131**  
**PO Box 6 Gatton Qld 4343**  
**gatton@bne.catholic.net.au**