

## Conditions for Hire of The O'Callaghan Centre Hall of the Parish of Our Lady and St. Dympna

This agreement is made on the \_\_\_\_\_ day of \_\_\_\_\_, 21\_\_ between –

a) The Parish Priest of the Parish of Our Lady and St. Dympna, **479 Robinson Road West Aspley** for and on behalf of The Corporation of the Trustees of the Roman Catholic Archdiocese of Brisbane, and

b) \_\_\_\_\_, of \_\_\_\_\_  
\_\_\_\_\_ in the State of Queensland.

For the hire of the Parish Hall on the \_\_\_\_\_ day of \_\_\_\_\_, 21\_\_.

Between the times of \_\_\_\_\_ am/pm and \_\_\_\_\_ am/pm.

1. The Hirer of the hall is allowed access to the hall a maximum of thirty (30) minutes prior to their start time. **They must leave within thirty (30) minutes of their finish time.** A minimum of thirty (30) minutes will be provided between bookings to allow changeover of the facilities. **Extra charges will apply if this condition is not met. A charge of \$75 per hour or part thereof will be charged for exceeding the allotted time.**
2. A "Bond" of \$400 must be deposited with the booking officer prior to the function and will be refunded in full provided that no damage is done to the hall and/or facilities, the surrounding property is left clean and tidy and there is no loss of keys which will entail replacement of locks. **The hirer is also liable for any alarm call outs incurred during their hiring period at a rate of \$100 per call out, to be deducted from the bond.** The liability of the hirer, in such instances will be at the discretion of the booking officer.
3. Catholic Church Insurances assure us that any person who hires a Parish or School Hall belonging to the Parish or Archdiocese will be covered but only:
  - If that person does not derive any income or revenue from such hiring.
  - If such hiring is for a purpose unconnected with any business, trade or profession carried on by that person.If a Hirer is part of a business, trade or profession or any unincorporated sporting club or association. The Parish requires that each of these operations produce evidence of current public liability insurance for not less that a \$10 million limit of indemnity.
4. For paid bookings rental charges of \$50.00 per hour (Please Note: \$35.00 per hour permanent business booking), including GST, for the use of the Hall must be paid at the time of making the booking/s or, in the case of on going use by arrangement with the booking officer. There will be an additional charge of \$90 for the full use of the Kitchen and Kitchen facilities. A cancellation fee may apply to a cancelled booking.

5. Nothing is to be attached in any manner to the walls, floors or curtains; any part of the buildings, parish signs or scenery; without the prior written permission of the booking officer. Should any damage occur, the booking officer's assessment will be final and the hirer will be responsible for the costs incurred in rectification.
6. The right is reserved, at the booking officer's discretion, to refuse to let the facilities to an intended hirer. In such a case, all monies paid will be refunded.
7. The parish makes no warranty or representation to the Hirer about the condition of the hall or facilities or their suitability for the Hirer's purpose. Further, the Hirer acknowledges that they have inspected the facilities and warrants that the facilities are suitable for the Hirer's purposes.
8. The Hirer shall obtain insurance or pay levies or similar charges as required by any legislation relating to compensation for injured workers. Where such legislation does not provide indemnity against claims for common law damages by workers, the Hirer agrees to insure against such common law liability in relation to all persons employed by the Hirer during the hiring.
9. The Hirer agrees that if they require public liability insurance, referred to in clauses 3, it shall be effected so as to be in force as from the date the parish makes the hall and facilities available to the Hirer and shall be maintained until the end of the hiring period.
10. It is the responsibility of the Hirer to obtain any necessary permits from the relevant authorities as required for the planned activities. If entertainment is to be provided, it must be in keeping with the values and standards of the Parish. All programmes must be submitted for approval in advance.
11. If kitchen facilities are to be used, all appliances must be left in a clean and tidy condition. No food or drink is to be left in the hall/kitchen and or facilities, including refrigerator and all bottles and rubbish must be removed from the premises and placed in the appropriate, clearly marked bins. Please stack chairs in order of color and shape and return to the storeroom. ALL external doors must be locked. DO NOT turn off the refrigerator. **(PLEASE NOTE COVID19 #25 CLEANING AND HYGIENE REQUIREMENTS)**
12. Persons authorized by the booking officer shall at all times be entitled to free access to all parts of the hall and kitchen. Sales of any kind are not permitted without prior approval.
13. Sub-Letting of facilities is not permitted.
14. In case of any disputes arising, the decision of the parish priest will be final.
15. Noise (music etc.) must be contained within the requirements of the regulations administered by the Brisbane City Council.

16. Additionally, music must cease at midnight on Fridays and Saturdays, 10pm Sundays and 11pm all other days.
17. The Hirer of the hall and guests are confined to the hall and its accompanying facilities and this hire does not extend to other parish buildings or grounds.
18. The Hirer is aware that the hall is in a residential area and that persons attending the hall are to refrain from any behaviour which could be reasonably construed as disturbing the neighbours or infringing on a person's property and/or rights.
19. Approval for the consumption of alcohol may be withheld at the discretion of the parish priest or booking officer.
20. Under no circumstances shall liquor be sold until approval from the booking officer has been obtained. The necessary liquor permit is to be sighted at the time of signing the Conditions for Hire form, paying the bond and obtaining the hall key.
21. Smoking is not permitted in the hall or kitchen.
22. Normal liquor regulations apply. Alcohol is not to be served to guests under 18 years of age.
23. The parish accepts no responsibility for private property left in the hall.
24. NO CANDLES ARE TO BE USED IN THE HALL.
25. COVID19 CONDITIONS APPLY - (NOTE: HALL BOOKINGS MAY BE CANCELLED/SUSPENDED AT ANY TIME DUE TO GOVERNMENT ADVICE/REGULATIONS)
  - GATHERINGS include any occasion when three or more people come together. This includes masses and other liturgies, and both administrative and social meetings with parish staff, volunteers and other members of the community. Government legislation requires recording the name, address and phone number for everyone attending a gathering, and to keep these records for 28 days. Every gathering needs to comply with COVID-19 legislative requirements.
  - SOCIAL DISTANCING REQUIREMENTS
    - The square metre rules comes first
    - One person per 4 square metres indoors – the way you apply easing of restrictions on numbers
    - will depend on the space you have available.
    - The WHS team will help you work this out.
    - 1.5 metres between people always
  - HYGIENE REQUIREMENTS Hand sanitizer and hand-washing facilities is made available for all gatherings.
  - CLEANING REQUIREMENTS Hall must be sanitised at the end of all gatherings:
    - Frequently touched surfaces include:
      - seats
      - door handles, electrical switches and push-buttons

- light switches
- tables and benches
- All kitchen surfaces (benches, sinks, taps etc.)
- Floors
- How to clean
  - Wear gloves when cleaning and discard after each clean. If it is necessary to use reusable gloves, they should only be used for COVID-19 related cleaning and not be used for other purposes or shared between workers. Wash reusable gloves with detergent and water after use and leave to dry. Clean hands immediately after removing gloves using soap and water or hand sanitiser.
  - Thoroughly clean surfaces using detergent and water. Always clean from the cleanest surfaces to the dirtiest. This stops the transfer of germs to cleaner surfaces and allows you to physically remove and dispose of the largest possible amount of germs.
  - If a disinfectant is used, clean the surface using detergent first then apply a disinfectant. A disinfectant will not kill germs if the surface has not been cleaned first. Apply disinfectant to surfaces using disposable paper towel or a disposable cloth. To avoid spreading contaminants DO NOT wipe multiple areas with the same cloth. If non-disposable cloths are used, ensure they are laundered and dried before reusing.
  - Allow disinfectant to remain on surfaces for the period of time required to kill the virus (contact time) as specified by the manufacturer. If no time is specified, leave for 10 minutes.
- Using disinfectants safely
  - Follow manufacturer's instructions for use by reading the label and/or the Safety Data Sheet (SDS). For information on how to read labels and SDS, see the Safe Work Australia SDS page.
  - Don't use different types of disinfectants together.
  - Store your disinfectants securely, out of direct sunlight and away from heat.
  - Mix your disinfectants in a ventilated area. Some concentrated products recommend the use of a local exhaust ventilation system.
  - For spraying or misting products, spray directly into the cleaning cloth to dampen the cloth for use. Take care not to generate a mist.
  - PPE to use when diluting and using disinfectants includes:
    - gloves, elbow-length if available, and
    - eye protection (safety glasses, not prescription glasses).

I/We agree to comply with the conditions above,

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_