

Application to Hire Facilities



St Flannan's Catholic Parish
194 Handford Road Zillmere
Phone: 3265 3977
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Office hours: Tuesday to Friday 9am – 3pm

PART A: To be completed by the individual/group requesting to hire the facilities

Hirer Details:

Name of Group/Organisation: _____

Group/Organisation Type?: Parish Group Individual/Private Not for profit community group
 Business Income/Revenue Raising Sporting

Person making the booking on behalf of the Group: _____

Address: _____

Phone: _____ Mobile: _____ Email: _____

Hire Details:

Name of Facility to be hired _____

Date of Function/Event: _____ Start Time: _____ Finish Time: _____

Estimated number of people attending: _____ Estimated number of children attending: _____

Who will supervise these children? _____

If the activity involves children (or anyone under 18), do the leaders hold a current Blue Card? Yes No

What specific activity is planned? _____

What are the planned arrangements for safety of the participants? _____

Description of Facilities needed for Function/event: _____

Does the faith community have public liability insurance in place? Yes (Attach a copy) No

Will there be media present? Yes No Will photographs be taken? Yes No

Will the event be recorded (audio and/or video)? Yes No

Who will do the recording? _____

Declaration:

As the person undertaking the booking, I am responsible for:

- cleaning and returning the building to its original condition.
- meeting the cost of hiring a professional cleaner if the building needs further cleaning to bring it back to the original condition.
- funding the cost of rectifying any damage caused during the event or function.

Signature of the person making the booking: _____ Date: _____

PART B: To be completed by St Flannan's Catholic Parish who govern the Facility

Name of the Person handling the booking within the Parish: _____

Does the facility meet the needs of the particular faith tradition? Yes No

Do the kitchen facilities meet "Kosher" standards (for Jewish functions)? Yes No

Are there separate ablution areas for males and females to use before (Muslim) prayer? Yes No

If incense or smoke is to be used will this interfere with the smoke alarms? Yes No

Has the group provided evidence for the currency of public liability insurance? Yes No

Does the proposed activity sit comfortably with Catholic teachings, ethics and moral principles? Yes No

Is the proposed activity likely to conflict with normal parish events on the day? Yes No

Is the requested building a suitable size to accommodate the anticipated numbers? Yes No

Are there sufficient parking spaces to accommodate the anticipated numbers? Yes No

Will there be a member of the Parish present at Function/Event? Yes No

Is alcohol to be served at the Function/Event? Yes No

Will the hire of facilities attract fees or charges? Yes No

How will rent or hire fees be charged and paid? _____

Will a cleaning/security bond be taken? Yes No

Has a receipt been issued for the bond? Yes No

Is it clear to the hirer of the Parish's expectations on the condition of the building when finished with? Yes No

Has the hiring of the facility been authorised by the Parish Priest? Yes No

Signature of the person handling the booking: _____ Date: _____