

St Therese's Pastoral and Administration Centre Essendon (PACE) Function Room Application and Agreement for Hire

Information for Hirers

1. All applicants must read and agree to abide by the terms of hire laid out in 'St Therese's PACE Function Room Conditions of Use'
2. Applicants must be at least 25 years of age.
3. A security deposit must be paid to secure any booking
4. Full payment must be made in the week prior to event.
5. Payments can be made by cash, credit card or EFT.

Hirer Details (two contact names required)

Primary Applicant Name:

Address:

Email: Mob:

Secondary Contact Name: Mob:

Booking Details

Purpose of Booking:

Day/Date Required:

Access Start Time: Access Finish Time:

Total Access Time in Hours:

- *PACE has a minimum booking time of 6 hours and a maximum booking time of 8 hours*
- *Access Start Time cannot be before 10:00am and Access Finish Time cannot be later than 6:00pm*
- *Booking times must include set up and clean up times as your electronic access pass will not allow you into the facility until time booked and you must have vacated and locked the building by the finish time indicated on your booking form.*

Notes:

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Signature

I hereby make application to hire the St Therese's Pastoral and Administration Centre Essendon (PACE). I acknowledge that I have read the 'St Therese's PACE Function Room Conditions of Use' and agree to abide by the conditions therein.

I understand that this application will not be considered until this completed form is received by the St Therese's Parish office administration team and a security deposit has been paid.

I understand that this application will be reviewed by parish staff and following a risk assessment we will be notified whether this application for hire has been approved or declined.

Primary applicant signature: Date: