

Rosary Church

Terms and Conditions for Hire of Church Parish Hall

- 1) Hirer : Must be a Catholic organization or School, Church, Rosary Church parish group or a wedding party whose the nuptials have taken place in Rosary Church.
- 2) Capacity of Hall : 170 persons
- 3) Time : 9:00am – 12:00noon & 2:00pm – 9:30pm (not for hire on Sunday morning and public holidays.)
- 4) Purpose of Hire : meetings, lectures, fellowship, celebrations and bridal receptions. *(but not for casual gathering parties or other non-pastoral activities). The Parish Office reserves the right to change or cancel the Hire 7 days before the Hire Date. All monies will be returned to the Hirer if the Hire is cancelled. However, the Church shall not be liable for any damage or loss sustained by the Hirer caused by the cancellation.
- 5) Hire of the Hall includes lighting, seating, tables, microphones (x 2). It does not include Hall A/C, stage A/C and lighting (spotlight), piano, organ, audio visual equipment and whiteboard.
- 6) Conditions of Application
 - a) An application form can be obtained from the Parish Office. The completed form, together with the deposit may be returned to the Parish Office by mail or in person 10 days before the Hire Date. The balance of the hire charge must be submitted to the Parish Office 5 days before the Hire Date.
 - b) The deposit will be 30% of the hire charge.
 - c) The deposit will be duly returned to the applicant if the application for hire is rejected.
 - d) If the application is confirmed, the deposit will be deducted from the hire charge.
 - e) If the hirer, after submission of the application form and deposit, decides to withdraw the application, the deposit will not be returned.
 - f) The approved application form will be returned to the Hirer with signature. On the Day of Hire, the Hirer must produce that approved application form to the Church Staff at the office reception for inspection.
 - g) Deposit / Rental fee for parish facilities, please be settled by Cash or Cross

Cheque payable to “**Rosary Church**”.

- 7) Use of Hall
 - a) The Hall can not be used for any purpose other than that stated on the application form.
 - b) The Hirer will have to set out, and put away, chairs and tables.
 - c) The Hall must be kept clean.
 - d) No smoking naked flame is allowed.
 - e) All exits must be kept clear and free of obstruction.
 - f) No objects can be affixed onto walls, windows, floors, or curtains with the use of glue, scotch-tape, double-sided tape, nails, tacks, spikes or any stickers
 - g) Any intended decoration must get the prior permission of the Parish Office. The Hirer must clear all the decoration afterwards.
 - h) No noise disturbing the Church is allowed, particularly the audio-visual equipment. The Church Staff reserves the right to ask the noise level to be lowered, if necessary.

- 8) Change of Hire Period
The Hirer can change the confirmed Hire Period only once.

- 9) Damage to or Loss of property
 - a) The Hirer is liable to costs should any Hall property be damaged, stolen or removed during the Hire Period.
 - b) The Church shall not be held responsible for any damages to or loss of property of the Hirer or any attendants of the event(s) held in the Hall.

- 10) Clearance of Hirer’s Property
 - a) Unless with the permission of the Parish Office, all of the Hirer’s property in the Hall must be removed immediately after the Hire.
 - b) The Parish Office reserves the right to remove or store any Hirer’s property left in the Hall after the Hire. The Hirer is liable to costs of the removal or storage. If, after 1 months, the said property has not been claimed, the Parish Office reserves the right to dispose of it in any manner.

- 11) Return of Hall
 - a) Before the Hirer leaves, the Parish Staff will inspect the Hall to ensure that it is clean; and all equipment and property are in good order.
 - b) No attaching of electrical equipment to any electrical outlets in the Hall is allowed without the prior written permission of the Parish Office.

- 12) Indemnity
The Hirer shall indemnify the Church against all claims, demands, actions or

proceedings in respect of the death or injury howsoever or by whomsoever caused of or to any person or in respect of any loss or damage suffered or sustained by any person consequential of such death or injury.

13) Inclement Weather

- a) Prior to the commencement of the Hire Period or during the said Hire Period, should a Typhoon Signal No. 8 or above, or a Black Rainstorm warning be hoisted, the Hall will be closed, and the Hire cancelled.
- b) If the said signals/warnings are removed 3 hours before the commencement of the Hire Period, the Hall will be re-opened for use.
- c) In the event of cancellation under the above circumstances, all monies will be returned to the Hirer. However, Church shall not be liable for any damage or loss sustained by the Hirer caused by the cancellation.

14) Cancellation of Booking

In the event of unforeseeable circumstances, e.g. fire, flood, riots demonstration etc., and the Hall cannot be opened to the Hirer, the Church reserves the right to cancel the Hire. All monies will be returned to the Hirer, but the Church shall not be liable for any damage or loss sustained by the Hirer caused by the cancellation.

15) Programme

The Hirer shall deposit with the Parish Office a copy of the programme of the event held in the Hall 10 days before the Hire Date.

16) Copyright

The Hirer shall not use the Hall for performance in public of any dramatic or musical work or for the delivery in public of any lecture or address in respect of any matter in which copyrights subsist without the consent of the owners of the copyrights and shall not in any manner infringe any copyright. The Hirer shall indemnify the Church against all claims, actions, demands and costs for reason of any infringement of copyright whatsoever occurring during the Hire Period.

17) Contravention of Terms and Conditions of Hire

If the Hirer shall fail to observe or perform in any respect of the provisions of these Terms and Conditions of Hire, the Church may, without prior notification, cancel the confirmed Hire. Such cancellation shall not release the Hirer from any of his obligations under the Terms and Conditions of Hire or affect any right or remedy which the Church may have under the Terms and Conditions of Hire or otherwise and any monies paid by way of hire charges shall be forfeited.

- 18) The Church reserves the right to amend the Terms and Conditions without prior notification to the Hirer.

13 November 2003 (Revised)