



# ST JAMES CROYDON

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## St James Croydon Hall Hire Details

2 Highbury Street, Croydon NSW 2132

The St James Parish Hall is available for hire for functions (except 18<sup>th</sup> and 21<sup>st</sup> Birthday parties) on Saturdays. If you wish to hire the hall please contact the church office.

### CONTACT

Church office hours: 9 a.m - 5 p.m.  
(except Wednesdays and weekends)  
Telephone: **02 9798 6102**  
Email: **office@stjamescroydon.org.au**  
Web: [stjamescroydon.org.au](http://stjamescroydon.org.au)  
Address: 2 Highbury Street, Croydon NSW 2132

### CAPACITY

The Church Hall can comfortably accommodate:

- 120 for seated meal functions
- 150 (standing) for finger food functions
- 100- 120 for seminars, etc.

### COSTINGS

The following charges are made to cover costs

- Bond for hall hire \$200 - to be refunded if appropriate
- Hall hire \$400
- Public Liability insurance (aproximatly \$62)

### EQUIPMENT

The hall has tables and chairs that are available for use. It does not have a sound system of any kind. The kitchen has cooking utensils and crockery available for use.

### PAYMENT

Once your booking has been confirmed with the church office payment is to be made into the church account prior to the function.

Name: St James Church Croydon  
BSB: 032 060  
Account number: 810044

## ST JAMES CROYDON HALL CONDITIONS OF HIRE

1. **No smoking** in or around the buildings.
2. **No alcohol** on church grounds
3. No furniture (tables, chairs, etc.) to be taken outside or removed from the building.
4. All functions to be **finished by 11.00pm**.
5. You must take out **Public Liability insurance** cover with our insurer to cover any accident or injury incurred during the function. (Further details will be supplied when you arrange your booking.)
6. No 18<sup>th</sup> or 21<sup>st</sup> Birthday Parties

### If the kitchen is used:

1. Remove all food and rubbish, and place in plastic garbage bags in the bins outside.
2. Wipe down all bench tops, stove and sink.
3. Rinse and wring out cloths and hang out to dry.
4. Wash all crockery and cutlery used, and put all items used in their correct positions.
5. Check fridge – don't leave milk or left over food.

### Prior to leaving:

1. Wipe down, pack up and fold tables.
2. Move chairs and tables to Store Room.
3. Sweep non-carpeted floors (including kitchen).
4. Check floors for any wet or sticky spots (including carpets) and sponge.
5. Turn off all heaters, fans, stoves/ovens, dishwasher.
6. Turn off all interior lights.
7. Make sure all doors are closed securely.
8. Return Key either to the office staff or into the locked church letter box on Highbury St.



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## St James Croydon Hall Hire Application

2 Highbury Street, Croydon NSW 2132

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Function: \_\_\_\_\_ Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

Purpose/Type of Function: \_\_\_\_\_

**Note:** We do not hire the hall for 18<sup>th</sup> or 21<sup>st</sup> Birthday parties

Aprox number attending: \_\_\_\_\_

- I have read the "Conditions of Hall Hire" and agree to be bound by them. I am over 20 years of age. (Proof of age may be required.)
- I acknowledge and agrees that I am liable for any and all damage to person or property which is sustained upon or to the property or any persons using the property pursuant to this agreement.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE** Total Hire Fee Due: \_\_\_\_\_ Paid: \_\_\_\_\_

Public Liability Insurance Cert. Recived \_\_\_\_\_ Date: \_\_\_\_\_

Bond Recived \_\_\_\_\_ Date: \_\_\_\_\_

Bond Returned \_\_\_\_\_ Date: \_\_\_\_\_