



ST JAMES CROYDON

— reach • disciple • grow —

St James Croydon Hall Hire Details

2 Highbury Street, Croydon NSW 2132

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

CONTACT

Church office hours: 9 a.m - 5 p.m.
(except Tuesdays and weekends)

Telephone: **02 9798 6102**

Email: **office@stjamescroydon.org.au**

Web: stjamescroydon.org.au

Address: 2 Highbury Street, Croydon NSW 2132

CAPACITY

The Church Hall can comfortably accommodate:

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

COSTINGS

The following charges are made to cover costs

- Hall Hire: \$200 (GST inc.)
- Use of Kitchen Crockery and Cutlery + \$100 (GST inc.)
- Public Liability insurance (approximately \$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 for an extra charge.

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

UPDATED: February 2018

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 18th or 21st 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 at 2 Highbury St.



ST JAMES CROYDON

— reach • disciple • grow —

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 18th or 21st Birthday parties

Approx number attending: _____

- I have read the "Conditions of Hire" and agree to be bound by them. I am over 20 years of age. (Proof of age may be required.)
- I acknowledge and agree 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 Fee Due: _____ Paid: _____

Public Liability Insurance Certificate Received: _____ Date: _____

Bond Received: _____ Date: _____

Bond Returned: _____ Date: _____