

**St Mark's Anglican Church**  
**Mailing Address: 39 Jamieson St. Granville. NSW 2142.**  
**HIRE OF PREMISES (ONE OFF ONLY)**

(Please tick)

- CHURCH (39 Jamieson St. Granville)**  
*(sits 150-200 persons, plus 50 foldable chairs available without extra charges)*
- CHARIS (COMMUNITY) CENTRE (17 Mary St. Granville)**  
*(sits 100 persons; can be partitioned to form 2 smaller halls or classrooms; tables and chairs included; family size kitchen; huge playground and verandah)*
- BETHEL (BRICK) HALL (17 Mary St. Granville)**  
*(sits 30 persons; tables and chairs included; with small kitchen; huge playground and verandah)*

PURPOSE OF HIRING: .....

ORGANISATION NAME: .....

STREET ADDRESS .....

SUBURB: ..... POST CODE: .....

CONTACT NAME: .....

PHONE NUMBER: ..... MOBILE: .....

EMAIL ADDRESS: .....

COPY OF CURRENT LIABILITY INSURANCE COVER ATTACHED:  YES  NO

IF NO: DATE TO BE SUPPLIED TO ST MARK'S: .....

COST: (email to [stmarks.granville@gmail.com](mailto:stmarks.granville@gmail.com) for details)

DATE AND TIME OF HIRE (including set up and clean up times; Write on extra sheet if needed)

Date	Day	Opening time	Closing time	Number of hour	Number of people expected	Cost to be confirmed
		am/pm	am/pm			
		am/pm	am/pm			
		am/pm	am/pm			
		am/pm	am/pm			
		am/pm	am/pm			
		am/pm	am/pm			
		am/pm	am/pm			

# Hiring of St Marks Premises

## GENERAL NOTES

- i. Hired premises will be opened and closed on the day and time as booked.
- ii. All premises including the toilets and kitchen must be left clean and tidy; all furniture returned to their original places; Carpet must be vacuumed; electrical appliances and lights switched off before checking out.
- iii. Children must always be supervised especially in the playground.
- iv. Smoking and alcohol are prohibited within all fences.
- v. NO FOOD AND DRINK are allowed in the MAIN CHURCH.
- vi. Food and other wastes especially chewing gum must be disposed properly and TO BE TAKEN AWAY.
- vii. Full payment to be made by 7 days before the date of usage. 50% cancellation fee applied.
- viii. Payment by internet banking/deposit at bank counter: St Marks Anglican Church. BSB:062 339. Account no.: 10670617 (SCAN RECEIPT to [stmarks.granville@gmail.com](mailto:stmarks.granville@gmail.com))
- ix. Payment by cash: ask for temporary receipt from the handling staff. Official receipt will be issued later).
- x. A bond \$300/\$200/\$100 to be paid in cash to our staff in charge on the time of arrival. It is refundable only if the premises are kept clean, no damage of any kind and closed on time.
- xi. St Marks reserves its right not to let out its premises to any party.

If you agree to the above, please sign below:

Signature: ..... Date: .....

Print name: .....

Position: .....

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*[for official use only]*

Total cost of \$.....

Bond of \$300/200/100 (cash) received on .....Signed by.....

Bond of \$300/200/100 (cash) refunded on .....Signed by.....

St Marks representative.: .....

Position: .....

Signature: .....

Date: .....

NOTES:.....

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