

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

(Please tick)

- 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)
- BRICK HALL (17 Mary St. Granville)**
(sits 30 persons; tables and chairs included; with small kitchen; huge playground and verandah)
- CHURCH (39 Jamieson St. Granville)**
(sits 150-200 persons, plus 50 foldable chairs available without extra charges)

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: (contact us on 0296371073 or email to stmarks.granville@gmail.com for details)

DATE AND TIME OF HIRE (including set up and clean up times)

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 that day and time as booked;
- ii. All premises including the toilets and kitchen must be left clean and tidy after use and all furniture returned to their original places;
- iii. Children must be supervised at all times especially when using the play area;
- iv. Smoking and alcohol are prohibited within all fences;
- v. No food and drink are allowed in the church;
- vi. Food and other wastes especially chewing gum must be disposed properly;
- vii. 50% of total payment be paid on confirmation which is nonrefundable. Full amount to be paid 7 days before date of usage. No refund on cancellation.
- viii. A bond (between \$60 to \$150 depends on the actual cost) to be paid in cash to our staff in charge on the time of arrival. This bond is refundable only if the premises are kept clean, no damage of any kind and closed on time;
- ix. 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:

[for official use only]

Total cost of \$.....

50% of total cost \$.....received on

Balance of \$.....received on

Bond of \$100.00 (cash) received onSigned by.....

Bond of \$100.00 (cash) refunded onSigned by.....

St Marks representative.:

Position:

Signature:

Date:

NOTES:.....
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