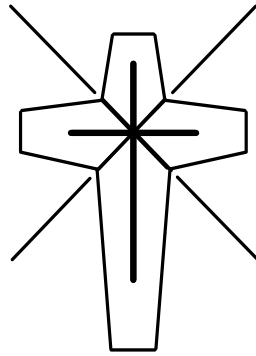


RESURRECTION PARISH **KEYSBOROUGH**



MAIN MEETING ROOM POLICY **AND BOOKING FORM**

Revised: January 2014

Resurrection Parish
402 Corrigan Road, Keysborough Vic 3173

Phone: (03) 9701 5899 Fax: (03) 9798 8803
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RESURRECTION PARISH KEYSBOROUGH

Catholic Archdiocese of Melbourne

Main Meeting Room Policy **and Booking Form**

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A. Availability

The Main Meeting Room of the Parish Centre is available for use for parishioners or others upon approval of application to the Parish Priest or Pastoral Associate.

B. Facilities

The Main Meeting Room accommodates 40 people at a sit down function and 75 people with chairs only.

The cost of hiring the Main Meeting Room includes the use of the following facilities:

- 4 trestle tables
- 20 chairs. Additional chairs must be organised by the hirer of the room. Plastic fold up chairs are available from the Parish for an additional cost of \$1 per chair.
- Hot water service for coffee/tea
- Stove
- Microwave
- Fridge

Smoking is **NOT** permitted in the Main Meeting Room.

Everything must be supplied by the user except for the above items. All rubbish must be removed off site. There is no provision in the Parish for bins for private rubbish.

The Main Meeting Room must be left in the same condition as was hired. A vacuum cleaner, broom and cleaning supplies are available in the cleaner's cupboard.

C. Types of Celebrations Allowed

The Main Meeting Room can be used for the following:

- Sacramental celebrations
- Group meetings
- Anniversary celebrations
- Birthday parties are allowed **except** for teenage, 21st birthdays and young adult birthday celebrations.

D. Availability of Main Meeting Room

The Main Meeting Room may be booked subject to availability up until 12 midnight. For regular bookings, please check with the Parish Priest or Pastoral Associate to organise.

E. Fees and Charges

Standard hiring fee, together with a security bond of \$100, is payable upon booking.

Upon satisfaction that the room has been left or restored to the condition prior to the occasion of the event, the bond will be returned 5 working days after use of room.

Fees for a 2 hour hire - \$88

Fees for a 4 hour hire - \$176

Maximum hiring fee - \$220

NOTE : Hiring fees to include any set up time required on the day of your booking.

Other fees are negotiable for other time frames.

F. Access

The keys are to be collected from the Parish Centre during office hours one day prior to the event. Arrangement for the collection time of keys must be made in advance. The keys give access to the Main Meeting Room main door and security door as well as the kitchen door. Doors **must** be locked prior to exiting the premises. Keys can be returned to the Parish Centre during office hours or placed in the purple letterbox at the front of the Parish Centre.

G. Responsibility

Payment for damage or repair to damage will be the responsibility of the hirer of the room.

H. Enquiries

If you would like further information about the Main Meeting Room or wish to make a booking contact the Parish Priest or Pastoral Associate on 9701 5899.

Booking Form
Resurrection Parish Keysborough
Main Meeting Room

Name: _____

Name or Organisation or Group (if not an individual):

Address: _____

Phone (Home): _____

Mobile: _____

Date Room Required: _____
(if multiple dates please attach)

Times: _____

Type of Event: _____

Are extra Chairs required: Yes / No

No of Chairs (fee of \$1 per chair): _____

I have read the above and understand and will abide by the Terms and Conditions Type above:

Signature of Hirer of Room

OFFICE USE ONLY	
Booking Approved by:	
Booking Fee Paid:	
Extra Chairs Required (Paid):	