



Church of St Ignatius

Use of Parish Halls

Terms and Conditions

1. A contribution shall be made to the church upon application for the use of the halls as follows:

Sacred Heart Hall	\$200 or
Ignatius Hall	\$200
Cleaning up of hall	\$100

Cheques must be made out to Church of St Ignatius.

2. The Halls and its surroundings must be kept clean and free of litter. All decorations must be removed immediately after the function. All tables and chairs must be placed in their original position. All rubbish/garbage must be cleared and taken away by the caterer.
3. The Applicant is responsible for the good conduct and behavior of all the guests.
4. The Applicant shall be liable for restoring/replacing any item(s) of fixed property defaced or damaged.
5. The church shall not be responsible for the loss of any article or any injury or mishap sustained by the Applicant or guest(s) while in the premises of the church.
6. All guests must leave the Halls by 4.30 pm on Saturdays and 5 pm on Sundays.
7. All forms are to be submitted to the Parish Office.
8. Applicants are approved on a first-come-first-served basis.



Church of St Ignatius

Application for the use of Parish Halls

Name: _____

Address: _____

Tel:(H) _____ (HP) _____

Date of Function: _____ Duration: _____ to _____

Parish Hall: Ignatius Hall / Sacred Heart Hall (*delete one*)

Purpose of Function: () Spiritual Gathering
 () Social function
 () Wedding Reception

Number of persons attending: _____

I hereby agree to abide by the Rules listed overleaf governing the use of the Parish Halls.

Name of Applicant: _____

Date: _____ Signature: _____

Contribution received by: _____ Amount _____

If cheque, Name of Bank _____ Cheque No: _____

Date: _____ Signature: _____