

ST JAMES CROYDON HALL CONDITIONS OF HIRE

CAPACITY

120 for seated meal functions
200 for standing functions
100- 150 for seminars.

EQUIPMENT

60 Green chairs
8 Small coffee tables
10 Large trestle tables

COSTINGS

Hall Hire \$300.
Kitchen Utensils and Crockery + \$250.

PAYMENT

Bookings are confirmed through receipt of the hire fee payment. Direct transfer can be made to:

Name: St James Church Croydon
BSB: 032 060
Account number: 810044

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- **No smoking** in or around the buildings.
 - **No alcohol** on church grounds.
 - No furniture (tables, chairs, etc.) to be taken outside or removed from the building.
 - All functions to be **finished by 11.00pm**.
 - You must take out **Public Liability insurance** cover to cover any accident or injury incurred during the function.
 - No 18th or 21st Birthday Parties.

Prior to leaving:

- Wipe down, pack up and fold tables.
- Move chairs and tables to Store Room.
- Sweep non-carpeted floors (including kitchen). Check floors for any wet or sticky spots and sponge.
- Turn off all heaters, fans, stoves/ovens and dishwasher.
- Turn off all interior lights.
- Make sure all doors are closed securely.
- Return key to lockbox.

If the kitchen is used:

- Remove all food and rubbish, and place in plastic garbage bags in the bins outside.
- Wipe down all bench tops, stove and sink.
- Rinse and wring out cloths and hang out to dry.
- Wash all crockery and cutlery used, and put all items used in their correct positions.
- Do not leave any milk or left over food.