



Holy

TRINITY PARISH

Catholic Communities of St. Peter's, St. Paul's & St. Catherine's

BENTLEIGH EAST, BENTLEIGH, MOORABBIN

## Venue Hire - Frequently Asked Questions

### Can I hire a hall for children's parties?

Yes. We welcome parties for younger children.

### Can I hire a hall for a bucks' or hen's night party?

No. Our venues are not available for bucks' or hens' night celebrations.

### Can I hire a hall for a 16<sup>th</sup> to 21st Birthday Party?

No. Our venues are not available for 16<sup>th</sup> to 21<sup>st</sup> birthday celebrations.

### Do I need to provide a Covid-19 Safety Plan?

Yes. You may apply for the Parish Covid-19 Safety Plan or supply your own.

### When can I gain access for setting up?

You need to include all set-up time and pack up time in your booking. You will only have access to the venues for the hours you have booked and paid for.

For example, you will not be able to access the venues on the night before your function to set up or the day after to clean up or pick up equipment or supplies. If you leave anything behind in the venues, you will be charged a retrieval fee.

### Can I book the hall for several days, a week, or a month?

Yes. We book the venues out to groups for longer periods and on an ongoing basis. Please contact the Admin Centre 9579 4255 or email [officeholyytrinityparish@cam.org.au](mailto:officeholyytrinityparish@cam.org.au) for more information.

### How do I check the availability of the venues?

For casual and function hire please check the website online calendar on our Venues for Hire page. Or contact the Admin Centre 9579 4255 or email [officeholyytrinityparish@cam.org.au](mailto:officeholyytrinityparish@cam.org.au) for more information.

### How do I make a booking?

We recommend you read the Terms and Conditions of Use on the website Venues for Hire page before making your booking. Once you have read all the relevant information you can book your casual and function hire online via our website Book a Venue page. Or contact the Admin Centre 9579 4255 or email [officeholyytrinityparish@cam.org.au](mailto:officeholyytrinityparish@cam.org.au) for more information.

### How much does it cost to hire a hall?

The cost of hiring a hall depends on the type of hire: regular, casual, or function. Details regarding hire fees can be found online via our website Book a Venue page.

**Is there a security bond?**

Yes. This will depend on the type of hire and hall. We recommend you read the Terms and Conditions of Use on our website for more information.

**Am I allowed to decorate the walls and the structure?**

Yes, provided that your decorations do not cause any permanent damage, and are removed.

- No drawing pins, sticky tape or other materials that will puncture walls, floors or other surfaces are to be used (Blu-Tac is recommended).
- Do not place decorations on ceiling fans or light fixtures.
- We do not allow loose helium balloons.
- No smoke machines and pyrotechnics allowed.

**Can we smoke cigarettes, cigars and the like in the hall?**

No. All of our venues are non-smoking environments.

**Can I have a jumping castle for my function?**

Jumping castles are not permitted inside the halls.

Some of our facilities have an outdoor area large enough to accommodate a jumping castle. You must provide us with copy of the jumping castle supplier's Public Liability Insurance.

**Are we allowed to have alcohol at our function?**

Yes. However, if you plan to sell alcohol, you must apply to the [Victorian Commission for Gambling and Liquor Regulation](#) for the appropriate license.

**Is catering available, or can we bring our own food?**

No. You will need to cater for yourself.

Food vans may be accommodated if the correct permits are supplied.

We only hire our venues that include kitchen access. Any group planning to sell food (whether to members or the general public), must apply to the [Victorian Environment Health Department](#) for the appropriate permit.

**Are tables and chairs provided?**

Yes. See each venues facility's for details.

**What size are the tables and chairs?**

The tables and chairs in our venues vary in size. See each venues facility's for details.

**Is there any audio/visual equipment in the venues, such as speakers, projectors, etc.? Can we hire these from you?**

Some of our venues do have audio or visual equipment. See each venues facility's for details. No we don't have any available for hire.

You will need to provide your own equipment which can only be brought into the venues during the hours booked and paid for.

**Am I required to clean the venues?**

Yes. The hiring party is responsible for leaving the building clean and tidy – in reasonable condition.

- All balloons, decorations, etc. must be removed.
- All surfaces, including tables, chairs, stove and sinks are to be wiped clean.
- All floors are to be swept, mopped and vacuumed.
- Tables or chairs must be returned to pre-function layout as indicated by the Facility Layout notice found on the facility's notice board.

Failure to do so before vacating the premises will result in a bond deduction, or total loss of bond. Please read the Terms and Conditions of Use on the website Venues for Hire page for more information on cleaning halls.

**Am I required to remove my rubbish?**

Yes. You must remove all rubbish, including glass and function rubbish, or your bond will not be returned.

We recommend bringing sturdy rubbish bags with you. Please read the Terms and Conditions of Use on the website Venues for Hire page for more information.

**Can I inspect the venues?**

Yes. Please contact the Admin Centre 9579 4255 or email [officeholytrinityparish@cam.org.au](mailto:officeholytrinityparish@cam.org.au) to book for an on-site inspection.