

ST. THOMAS' PARISH HALL HIRING AGREEMENT

Agreement between St. Thomas Catholic Church, represented by:

_____ and:

Name & Surname: _____

Physical address: _____

Landline phone number: _____

Cellphone number: _____

I *belong / do not belong* to St. Thomas' Community, the criteria being that I am registered in Father's database or not, and that I am regularly worshipping at St. Thomas' or not.

I want to hire the Hall on:

Date: _____

From (time): _____ to: _____

Signature of the person hiring the Hall:

Date of the signature: _____

Contacts in case of Emergency:

Parish Priest: Fr. Philippe Docq
011.854.6411
082.729.3758
phdocq@gmail.com

Finances: Vis Chettiar
082.326.6633
vischettiar@gmail.com

Maintenance: Brian Jackson
011.854.4688
082.428.2702

Parish office: Shanta Aron
011.854.6411
st.thomas.lenz@gmail.com

Police: 10 111 or 082 111

Physical Address:

Church: 217 Hummingbird Avenue, Ext 1
Hall: Sunbird Avenue, Ext 1

Website of the Church:

<http://www.stthomaslenz.org>

How to get to St. Thomas:

From Johannesburg:

Take the N12 towards Potchefrstrom.

Take the exit Lenasia-Soweto.

Turn right.

At the second robot, turn right into Hummingbird Avenue.

The entrance of the Church is situated at number 217.

The entrance of the Hall is situated at Sunbird Avenue.



HIRING OF THE PARISH HALL

You are welcome to use St. Thomas' Parish Hall for your functions. However, take into consideration that it is situated in a residential area and that the nearest neighbours are only meters away, which makes it suitable only for rather quiet functions only, ending at the latest at midnight..

The hall has a capacity of sitting 100 to 120 guests and offers the possibility of hiring cutlery, one electric stove, one gas cooker, a large food warmer and one gas heater for cold weather.

Unless arranged otherwise, the hall will be yours from 5pm to 12pm.

The hall, and the toilets, will be handed over to you by the person responsible in a state of cleanliness that is expected to be the same when you leave the hall, unless you prefer to leave it to us to clean against a fee.

Please note that you will not have access to the four classrooms situated at the back of the hall.

The use of nails, prestick and other means of fixing things on the walls and greenboards is not permitted. Use only the wooden bands situated 2.20 meters from the floor.

Functions held on a "pastoral basis" are free of charge at Father's discretion.

The hiring cost of St. Thomas' Catholic Church Hall is R550 for parishioners or R750 for outsiders, of which R200 - minus the costs for damages - is refundable after the function.

When hiring the accessories (gas heater, stoves, cutlery), the costs are added to the hiring cost of the hall.

The Hall is deemed hired once the full amount is received and you are in possession of a receipt.

The agreement form has to be filled in and presented to the Office on Tuesdays or Saturdays morning together with the payment before the function occurs. A receipt will be delivered to you, giving you access to the Hall on the date and time agreed upon.

Once you have the payment receipt, please contact the person responsible for the hall for inspection before use, normally at the beginning of the hiring time. You will sign the form and the keys will be handed over to you.

If prior inspection happens before the time of hiring the hall, the keys will be available from the Parish Care Taker.

After the function, the keys have to be handed over to the Parish Care Taker or to Father. The next working day morning, the person responsible for the Hall will proceed to the inspection of the premises and of the accessories and fill in the costs of any damage to the premises or to the accessories.

N.B.: Most of the cupboards in the hall's kitchen are locked. Please do not break them open.

Dish soap and cloths are available in one of the open cupboards.

The persons responsible for St. Thomas' Parish Hall are:

1) Maya Naidoo

011 854 3720

2) Kenna James

011 854 1759 or 083 444 3085

Hiring of the accessories:

Electrical stove	R 80
Gas burner	R 20 per hour
Gas heater	R 20 per hour
Kitchen electrical appliances*	R 30
Plates	R 0.70 / pc
Side plates	R 0.50 / pc
Dessert bowls	R 0.30 / pc
Cups & soccers	R 0.30 / pc
Knives/Forks/Spoons/Teaspoons	R 0.90 / set
Curry/rice bassins	R 1.00 / pc
Dish up spoons	R 0.50 / pc
Glasses	R 0.30 / pc
Mini glasses	R 0.10 / pc
Trays	R 2 / pc
Cleaning of the hall only	R 75
Washing of the dishes	R 75
Glass jugs	R 2 / pc
Table coths & overlay inc washing	R 8 / set

Please note:

* You are welcome to use the kitchen appliances (urn, kettle, food warmer, bain-marie) at an extra cost to cover the cost of electricity. Please, ensure that the power is turned off at the end of the function.

Meat board, cutting knives and wooden spoons provided at no extra cost.

Please ensure all gas bottles are turned off.

All used dish cloths and kitchen swabs to be left on the side of the washing area.

All rubbish to be disposed off in the kitchen dustbin in a plastic bag.

All tables to be folded and chairs to be piled up.

COSTS

	Pcs	Costs	Broken/lost
Hiring (parishioner)			
Hiring (outsider)			
Deposit		R 200	
Electrical stove			
Gas burner			
Gas heater			
Kitchen appl.			
Plates			
Side plates			
Dessert bowls			
Cups & soccers			
Cutlery			
Bassins			
Dish up spoons			
Glasses			
Trays			
Hall cleaning			
Dish washing			
TOTAL			

The total amount of the hiring costs was received in the Office and a receipt nr was delivered on ... / ... /

The sum of R was deducted from the R200 deposit for the following damages:
