

APPLICATION FOR USE OF PARISH FUNCTION HALL (only) & DORMITORIES

Booking Day(s) & Date(s):

Time:

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APPLICANT (for Group)

Name: Contact No:

Name of Group:[please state]: () Parish () Archdiocese () Ministry

Purpose (enclose approved agenda) : _____ No of participants: _____

FUNCTION HALL FACILITIES REQUIREMENT (only for Parish / Archdiocesan / Ministries)

Sound System: YES [] / NO [] LCD Projector: YES [] / NO []
Video: YES [] / NO [] Stage Lightings: YES [] / NO []

Person handling Controls: YES / NO: (who) _____

Donation towards Hall only & Dormitories [*delete where necessary] maintenance: RM _____

(Parish Office Receipt No: _____)
(to be paid in full one week before event/session)

Booking fee: RM (paid on – Date:)

ACKNOWLEDGMENT & AGREEMENT

I, have read this note and understood that the permission given to use the facility or facilities above are on condition that I will be in-charge and responsible for the following:-

- a. to keep the Hall clean and dispose of all garbage at the designated place;
- b. to replace tables and chairs to their original place (where applicable);
- c. to replace items to their respective places (eg mattresses, pillows, blankets, etc) (only if applicable)
- d. to replace cleaning items (eg mops, brooms, etc) to their respective places. (only if applicable)
- e. to check and ensure that all lights and other electrical appliances are switched off;
- f. to begin and end punctually so that the Function Hall may be ready for use for the next event/session;
- g. any damages, vandalism, uncleanliness or otherwise – part payment will be forfeited! (when applicable)

DECLARATION BY APPLICANT:

I hereby agree to abide by the rules and regulations.

Signature:

Dated:

RULES & REGULATIONS FOR USE OF HALL /DORMITORIES

1) RESERVATIONS

- At least seven (7) days before check in date
- All booking to be done at the Parish Office during office hours
- On a 'First come First Serve' basis

2) CONTRIBUTION / DONATION

- Contributions / Donations would be most appreciated

3) CLEANLINESS

- Users are to be responsible to ensure that the place is kept clean and rubbish is properly disposed.

4) CANCELLATION

- Three (3) days before booking date. This information is requested for practical reasons.

5) NO COOKING ALLOWED

- Cooking is strictly not allowed in the dormitories.

6) DECORATIONS / MUSIC

- Nailing and/or use of strong glue, staplers on the stage that may damage the paintwork and the walls are strictly not allowed.
- Excessive noise is to be avoided

7) LOSS OR DAMAGE ON PROPERTY OF USERS AND PERSONAL INJURY

- Users are responsible for the safe custody of their own belongings. The Parish assumes no responsibility for loss or damage to their personal belongings or property and is also not responsible for any injury suffered by users due to their own negligence.

8) OPENING / CLOSING TIMES

- According to the schedule indicated in your application

Rev Fr. Christopher W Soosaipillai
Parish Priest
Effective 1st July 2015