

**CHURCH OF THE GOOD SHEPHERD
SETAPAK, KUALA LUMPUR**

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**Form for
Private Function**

APPLICATION FOR USE OF PARISH FUNCTION HALL

Booking Day & Date:

Time:

.....

.....

APPLICANT

Name: Contact No

Address:

.....

Purpose:

Donation towards Hall maintenance: RM _____ (Parish Office Receipt No: _____)
(to be paid in full one week before Function)

Booking fee: RM (paid on – Date:) Booking fee returned:(date)
(when applicable)

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;
- b. to dispose of all huge garbage bags (out of the church premises) or (light) into bins that are placed near the main gate;
- c. to replace tables and chairs to their original place (where applicable);
- d. to ensure that all lights and other electrical appliances are switched off;
- e. to begin and end punctually so that the Function Hall may be ready for use for the next event/session;
- f. any damages, vandalism, uncleanliness or otherwise - the deposit of RM200 will be retained by the Church!

DECLARATION BY APPLICANT:

I hereby agree to abide by the rules and regulations.

Signature:

Dated:

RULES & REGULATIONS FOR USE OF FUNCTION HALL

1. RESERVATIONS

- At least seven (7) days before function / event date
- On a 'first-come-first-serve' basis

2. CONTRIBUTION / DONATION

- USE fee of the Function Hall – **FOR US – PARISHIONERS** RM 300.00 and **OUTSIDERS (INCLUDING FROM OTHER PARISHES)** RM 500.00 for reception;
- The CLEANING fee of RM 200.00 is refundable should all requirements be adhered to; however, should there be a cancellation or the place is not kept clean or items broken/vandalized, the RM200 will be withheld by the church.
- Full payment must be done as you make the booking and not forgetting RM 200.00 (cleaning fee).

3. CLEANING OF HALL

- Applicant is to ensure that the Function Hall is to be cleaned after the function / event and rubbish is properly disposed
- RM 200 (non-refundable) is forfeited (as stated in Rule No 2)

4. CANCELLATION

- Two (2) weeks before function / event date. This information is requested for practical reasons so that the parish can use the place instead.
- The Parish Priest reserves the right to cancel a booking with a notice of at least one week from the function / event date due to unforeseen circumstances or priority for parish functions.

5. NO COOKING ALLOWED / NO LIQUOR ALLOWED

- Cooking is strictly not allowed in the Function Hall
- Warming of food using gas cooker or electric hot plate is allowed
- Liquor is strictly not permitted at any function held here.

6. NORMS FOR DECORATIONS / MUSIC

- Decorations period is allowed only in the morning until 1.00 pm of the function date but no decoration on the front view.
- The air-conditions will be switched on – only one hour before the main function.
- Nailing and/or use of strong glue, staples on the stage that may damage the paintwork and the walls are strictly not permitted.
- All decorating items must be removed after the function immediately.
- Excessive noise by musical instruments or music machine (DJ) is to be avoided

7. OPENING / CLOSING TIMES FOR USE OF FUNCTION HALL

- Saturdays/Sundays: 5.00pm – 10.30pm (Dinner)
- Saturdays/Sundays: 10.00am – 3.30pm (Luncheon)

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