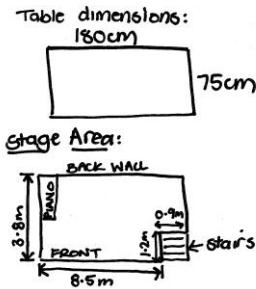
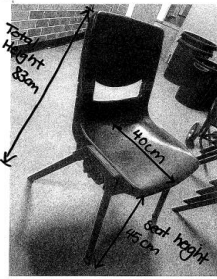


# Hall hire information

- The hall contains approximately 300 chairs and 40 tables. See below for table, chair and stage dimensions.



- The kitchen contains 1 large electric oven, fridge, freezer, 2 microwaves.
- The PA system may be used however microphones need to be provided. There is input for microphones and music. We have a large projector screen at the back of the stage attached to the wall that can be pulled down however there is no projector in the hall.
- The hall is air-conditioned
- The hall inspection times need to be negotiated with parish staff and are not possible during school hours Monday – Friday.
- Important information for all functions:** All evening functions **must end by midnight** – this is a regulation from Blacktown Council. You may stay after this time to pack away and clean up. The hall **must be left clean and tidy – no glitter on the floor, no helium balloons on the ceiling, toilet floors must be swept and mopped, tables and chairs must be wiped down and put away correctly as they were found. Failure to leave the hall in a clean and tidy condition will result in at least partial loss of your bond if we need to have it cleaned after use.**
- Saturday hall hire conditions:**
  - Access to the hall can be gained from 8am to 4:30pm. **A block out time from 4:30pm – 7pm is strictly enforced to ensure quiet around the church during Reconciliation and the Vigil Mass service. Functions MUST NOT START BEFORE 7:30pm.** Failure to comply will result in the loss of your bond.
  - Functions can be held between 7:30pm and midnight however all music/noise must cease promptly at midnight. Hirers may stay after this time to clean up however noise must be kept to a minimum due to the residential location.
- Sunday hall hire conditions:**
  - Access to the hall can be gained from 6am to 7:30am. After 7:30am, **a maximum of 5 people** can remain in the hall to complete any necessary preparations however **no vehicles may be parked outside the hall either on the cement or the driveway and noise must be kept to a minimum. Any vehicles must be parked in the marked spaces only. Any deliveries must be completed before 7:30am and all large vehicles removed from the car park. This is to ensure the safety of our parishioners during this time. A block out time from 7:30am – 11.30am is strictly enforced to ensure quiet around the church during our Sunday morning Mass services. Functions MUST NOT START BEFORE 11.30am. (Should there be a baptism at the Church this time would change to 12.30pm** Failure to comply will result in the loss of your bond.
  - The hall kitchen may not be used before 11am** as it is used each week by our parish for morning tea between 10:30am – 11am. Deliveries and food may be stored in the kitchen before 11am.
- The hall hire fee is \$1200 with a bond of \$1500.** The \$1500 bond must be paid **at least 4 weeks before the hire date to secure the booking.** If the booking is cancelled within 4 weeks of the booking, the bond will only be refunded if another booking is received for the same date. The hall hire fee of \$1200 **must be paid at least 2 weeks before the hire date.** Keys are collected on the **Friday prior to the booking between 1pm and 1.45pm** ( or a negotiated time with parish staff) and must be returned to the locked mail box near the gate at the end of the booking.
- If you would like to enquire if a particular date is available, please contact the parish office between 9am and 3pm Monday to Friday.
- Please visit our website for photos and more information: <http://www.olol7hills.org.au/parish-hall-photographs/>