



**St Joseph's Catholic Church Toronto  
Community Centre Booking Form**

Name/Organisation of Hirer					
Contact Person					
Contact Details	Phone:		Email:		
Address of Hirer					
Facility to be hired (Circle one option)	Kitchen/Dining Hall	Wangi hall	Both		
Period of Hire	First Day of Hire:		Last Day of Hire:		
<i>Note: Day Hire is from 6am to 11pm on the day of hire. Weekend Hire is from 6pm Friday to 10pm on Sunday.</i>					
Expected time of arrival:					
Expected time of departure:					
Type of Function					
Hire Fee:		Security Bond:	\$100	Total:	
Maximum No of persons attending	Adults:		Children: (under 18 yrs)		
Will BYO Alcohol will be consumed?		Yes / No			
<p>I am 18 years of age or over and understand that I am responsible for paying all the fees and charges for hire. I also understand that I am responsible for the conduct of all persons using the Facility during the hire period, and for any damage to the Facility during the hire period. I have read the Conditions of Hire and agree to comply with them. I declare that all information provided by me is true and correct.</p>					
Print Name in full					
<b>Signature of Applicant</b>				<b>Date</b>	

<b>Office Use Only:</b>			
Hirer Insurance Required?	Yes / No	Insurance sighted:	Yes / No
Deposit received:	Date	Full amount received:	Date
Post Inspection OK:	Yes / No	Security Bond returned:	Date

## St Joseph's Community Centre

### Hire Rates

Hire rates (including GST) are:

	DAY HIRE	WEEKEND HIRE
DINING HALL & KITCHEN	\$220	\$385
WANGI HALL	\$165	\$275
FULL HIRE (INCLUDES BOTH)	\$330	\$550

### Additional Fees applicable are:

- A booking deposit of \$100 is required at the time of booking to secure the booking.
- A Security Bond of \$100 is required prior to the commencement of the hire period.

### Note:

- Day Hire is from 6am to 11pm on the day of hire.
- Weekend Hire is from 6pm Friday to 10pm on Sunday.
- You must pay at least \$100 booking deposit to secure your booking. Bookings are not confirmed until your deposit has been received. Deposit fee is non-refundable.
- Payment of the full hire fee (less the booking deposit) and the Security Bond is required prior to keys being picked up.
- Hire rates and conditions may change from time to time without notice. Any rate quoted, on which a deposit has been paid, will be held firm.

### Payment Methods

Payment may be made in one of the following ways:

- In person at the parish office. Payment can be made by cheque or cash.
- By mailing a cheque.
- Online at this address: <http://torontoparish.org/community-centre>.

*Cheques to be made payable to "St. Joseph's Catholic Church Toronto".*

*Mailing address for cheques is PO Box 122, Toronto 2283*