

ST CLEMENT OF ROME PARISH
9 EGAN DRIVE BULLEEN 3105 - TEL 9850 3262
THE CLIFTON CENTRE HIRE AGREEMENT FORM

FEATURES

The Clifton Centre is a large carpeted area which seats a maximum of 120 comfortably or 150 unseated guests. It contains long and circular tables, chairs, commercial stove/oven, fridge, microwave, pie warmer & urn. There is a servery area to the Kitchen and heating/cooling is also available. There is also a small parquet dance floor. There is ample parking and wheelchair access.

CONDITIONS OF USE

Any mess and spills are to be swept, mopped and carpet vacuumed.
All rubbish is to be collected by the hirer and removed from the premises.
All tables and chairs are to be cleaned and stored away.
All functions must be finished by agreed time which includes clean up time & car park cleared.

BOOKING DETAILS

I/We.....of.....
.....Phone.....apply
under and in accordance with, conditions set out herein for the use of the Clifton
Centre onbetween the hours.....am/pm
.....am/pm.

I agree the Centre will be vacated promptly byam/pm.

Type of function.....Number of guests.....

The charge for this event is \$.....based onhours.

The full amount of \$.....is to be paid PRIOR to the event.

I/Weagree that we have read and understood the terms
and conditions listed above and sign the agreement in good faith.

Applicant signature.....Date.....

Management (St Clement of Rome) signature.....Date.....

SAFEGUARDING REQUIREMENTS

Community programs and activities that involve contact (or likely contact) with children and young people and that operate at **St Clement of Rome Parish** that are run by or auspiced by a community organisation, group or private provider are required to demonstrate that they take seriously their responsibilities to keep children and young people safe from harm.

Community organisations, groups or private providers that have contact (or likely contact) with children and young people are required to:

- be provided with a copy of the **St Clement of Rome Parish** Safeguarding Children and Young People Policy to set expectations for the care and safety of children and young people
- demonstrate that those involved (e.g. employees, volunteers) have a current Working with Children Check
- demonstrate (by providing a copy to the parish, agency or entity) that the agency has a child safety policy consistent with the requirements of the Victorian Child Safe Standards
- be briefed about onsite child safety e.g. tour of the site and/or a site map including site-specific information about keeping children and young people safe.

In order to safeguard children and young people, the user (or delegated user representative) must agree to each of the following declarations, I,.....(name of user representative)

- have been provided with a copy of the **St Clement of Rome Parish** Safeguarding Children and Young People Policy and will act in
- accordance with the expectations set out for the care and protection of children and young people
- am committed to protecting and safeguarding children and young people
- have a safeguarding policy in place consistent with the requirements of the Victorian Child Safe Standards (see attached)
- will ensure that those in contact with or working with children and young people during the use of the venue have undergone appropriate screening
- including a Working with Children Check and/or Police Check
- understand that if(insert name of User) is found to be in breach of this declaration, **St Clement of Rome Parish** reserves the right to cancel any lease or hire agreement immediately.