

Group Name: _____.

Catholic Pastoral Centre

of

Our Lady of the Mission

Hire Details

*40/A Mary Street
Highgate WA 6003
Australia*

*Tel: (08) 9422 7900, Fax: (08) 9328 2833
manager.cpc@perthcatholic.org.au
www.cpcwa.org.au*

General Information

The Catholic Pastoral Centre has a number of facilities available for hire by Parishes, Archdiocesan funded agencies and other organisations within the Catholic Archdiocese of Perth who are part of the Catholic Church for GST purposes.

The Seminar Room and Chapel can be hired for use during office hours or after hours. For afterhours access, 'Security' will need to be organised with the Catholic Pastoral Centre Office Manager ("Office Manager") during office hours. When facilities are booked for use after hours, keys and security codes will need to be collected the day before the booking. All keys must be returned to the Office Manager the following day.

The other facilities may be booked for use during office hours Monday to Friday.

Facilities Available for Hire

Ground Floor:

Seminar Room: The Seminar Room is equipped with White Board, Data Projector, Screen, DVD, Video and PA System. There are **9** large collapsible tables and **90** plastic chairs. Seating is available for up to **90** people.

The Seminar Room has access to a full size fridge, stove and store cupboard for crockery in the School Canteen when large functions are being held. (The fridge and cupboard are clearly labelled to assist people.) **A second, separate security code must be issued** when the Canteen is in use after hours. *During school term days, the Canteen is only available for use on Tuesdays.*

There is a small prep room next to the Seminar Room with a dishwasher and microwave.

Chapel: (See notes for use of the Chapel)

The Chapel can only be booked for special functions by prior arrangement with the Office Manager on **(08) 9422 7900**. Seating is available for up to 90 people.

The Chapel will not be available for weddings, baptisms or funerals unless there are extraordinary pastoral circumstances in which case a request will go to the Archbishop through the Office Manager.

First Floor:

Board Room: The Board Room is equipped with a Data Projector, small fridge, sink and its own crockery, cutlery, boiling water. Laptop is available upon request. Capacity for **20** people.

Second Floor:

Conference Room: Boardroom table and chairs for **15** people. No disabled access.

Disabled Access

There is audio provision for people with hearing difficulties in the Chapel and Seminar Room and disabled access into all areas except the Conference Room. There are Disabled Toilets on every floor.

Highgate Chapel

Booking

The Chapel can only be booked for special functions by prior arrangement with the Pastoral Centre Office Manager on **(08) 9422 7900**.

The Chapel will not be available for weddings, baptisms or funerals unless there are extraordinary pastoral circumstances in which case a request will go to the Archbishop through the Pastoral Centre Office Manager.

Conditions of Use

The Conditions of Use for the Chapel are in addition to the Booking Conditions set out below.

This is a heritage-listed building and every effort has been made to restore the Chapel to its original beauty. All those who use the Chapel are asked to respect this place of worship and prayer and so the following principles are to be observed.

- No item is to be removed from the Chapel.
- Pews are not to be moved without approval of the Office Manager.
- The use of blue tack, tape etc is not to be used on the walls or pews.
- The Chapel has its original icons in place and while a particular prayer focus may be used for various events these do not become permanent fixtures in the Chapel.
- If prayer focuses are used for your celebration, they are to be removed by you once the celebration is over.
- If you are using incense, please limit the amount to prevent the smoke detectors being set off in the Chapel.
- Please turn off all lights and air-conditioning, and ensure all doors are locked when you leave. If you are using the Chapel after hours, re-alarm the Chapel.
- Extreme Care must be taken that no candle wax is spilt onto the carpet. Please wait until candle wax is set before moving candles.

Costs for Booking Meeting Rooms

Groups and organisations within the Church are charged a fee to cover running costs:

Seminar Room	Seminar Room & Chapel	Bond: (to be paid @ invoice)
\$100 half a day	\$150 half a day	\$75 for half a day
\$150 full day	\$200 full day	\$100 full day
1st Floor Board Room	Conference Room	
\$75 half a day	\$50 half a day	
\$100 full day	\$75 full day	

Booking Conditions

The procedure for the use of these facilities is as follows:

1 Bookings

All rooms must be booked through the Pastoral Centre (CPC) Administration staff prior to use.

- 2 The Coordinator of each function agrees to report immediately and incur the cost of any breakages or damage to equipment, buildings and grounds.
- 3 The Coordinator agrees to accept full responsibility for the care of the equipment and accepts that the Bond will be retained if damages occur. (Please consult the CPC Administration staff if you intend to use any equipment)
- 4 If your function is outside the hours of **8:30** am to **5:00** pm please arrange for collection and return of keys and issuing of Security Codes with the CPC Administration staff before close of day.
- 5 Do not enter the School Canteen door unless you have previously booked this through the CPC Administration staff, and have been issued with a second separate security code. The CPC Administration staff must advise the school in advance of the canteen being used after hours. Not giving prior notice to the CPC Administration Staff will result in alarm activation and a security call out plus an additional security call out charge.
- 6 Please use the main rear entrance (from **Harold Street**) when using the Seminar Room/Chapel. Avoid opening all exit doors in the Chapel and prep room. If these doors are opened you must ensure they are locked when leaving or the building will not be secure and security costs will be incurred.
- 7 Alcoholic beverages are not to be provided at functions in the Seminar Room/Chapel. For exceptions please contact the Office Manager.
- 8 The Building must be vacated before **10:30pm** to avoid a security call out, which will incur a charge to be borne by the hirers. If hirers need further use of the premises after **10:30pm**, this must be pre-arranged at the time of booking with the CPC Administration Staff, so arrangements can be made with the security company.

9 Room Set-up

The responsibility with room set-up lies with the Agency/Group hosting the function. The Agency/Group is responsible for packing and cleaning up after the completion of the function. This must be done immediately after the completion of the function because the room could be booked by another Agency immediately after your booking finishes.

Plastic chairs may be used outside. However please make sure that they are returned in their original position in the Seminar Room, stacking in groups of **10**. Return tables to their original position in the Seminar Room. Do not drag them as this burns the carpet.

It is not the task of the administration staff to set up or clean up for Agencies or Groups. Please make sufficient time when booking to allow for set-up and clean-up. If fluid and/or food spillages occur the cost of cleaning is to be borne by the party booking the venue and will be deducted from the bond. (Further charges may apply)

Transferring of resources (extension cords, whiteboards, crockery etc) from one Meeting Room to another must not occur without consultation with the CPC Administration Staff. Rooms should be left in a clean and tidy condition after use. Please inform the CPC Admin Staff if any items of crockery or kitchen equipment are broken or damaged.

10 Catering

Catering for meetings etc. is the responsibility of each Agency/Group.

11 Parking

Parking is restricted during the day at the Catholic Pastoral Centre. No parking along the cyclone fence next to the school playground. This is reserved for school staff.

The staff at the Centre have priority for parking during the day in the Centre. Only limited parking for group organizers and people with disabilities within the Centre is available.

There is parking in Harold Street. There is ample parking in car parks in Beaufort Street, which is a short walk from Harold and Mary Street.

Please see attached map for guidance.

12 Payment

You will be invoiced for use of a function room after the day of use. Please make cheques payable to the Catholic Pastoral Centre.

AGREEMENT

Please sign and date the section below and return a copy of this Agreement to the Catholic Pastoral Centre, 40/A Mary Street, Highgate WA 6003, Australia.

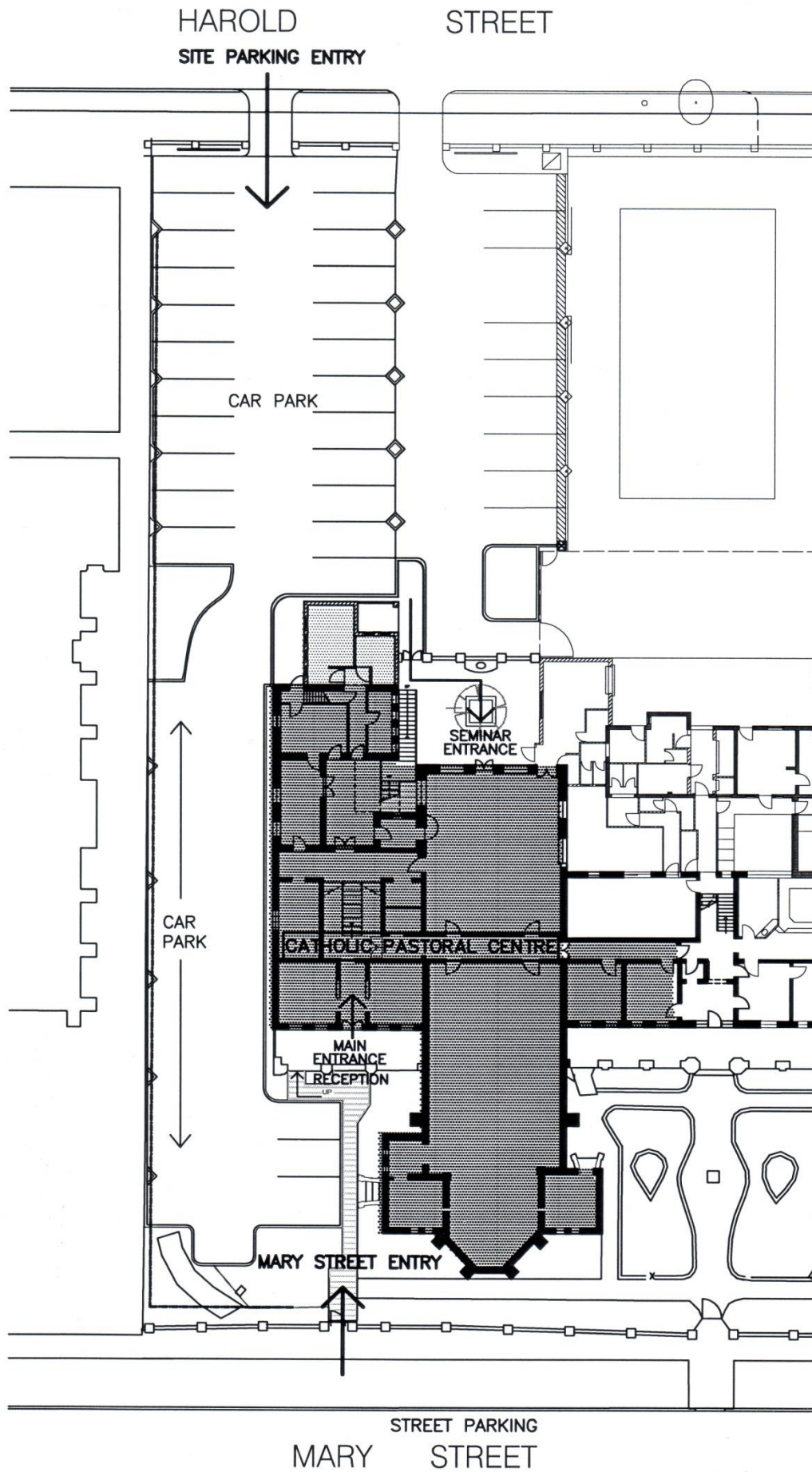
Signed:

Date:

Name:
(Please Print)

Hire Details

Hire Date	Room Detail	Group Name	Contact Name	Contact Telephone #	Contact Email Address



CATHOLIC PASTORAL CENTRE
SITE PLAN