



## ST. SCHOLASTICA'S SCHOOL HALL

### FAQS FOR HALL HIRE

Please note that hall queries will be responded to between 8am - 9am and 3:30pm - 4:00pm Tues - Fri only. Emails and phone calls will be responded to during this time.

#### **SCHEDULE OF FEES FOR HALL HIRE**

Funerals	\$150 + \$110 for cleaning (Parishioners) \$50 for kitchen \$250 + \$150 for cleaning (Non Parishioners)
Baptisms	\$250 + \$150 for cleaning (Parishioners) \$50 for kitchen
General Bookings* (one off)	\$250 (for first 2 hours) + \$150 clean Additional \$50 p/h \$50 for kitchen \$120 for Dance floor
Ongoing Bookings	Refer to Principal
Security Bond	\$500 This bond is a fully refundable (cash) bond and will be reimbursed, subject to inspection of the hall after the event

#### **HOW DO I MAKE A BOOKING**

You can enquire about a booking by emailing the Hall Manager, Nicole Loft on [nloft@ssbennettswood.catholic.edu.au](mailto:nloft@ssbennettswood.catholic.edu.au)

#### **HOW BIG IS THE HALL**

The hall is 17m x 13m

#### **HOW MANY PEOPLE DOES THE HALL FIT (STAND UP / SIT DOWN)**

Capacity is 200 (standing / seated) 120 sitting at tables. Seating can be theatre-style or banquet style

### **WHAT ARE THE FACILITIES IN THE HALL**

Round Tables (12)

Rectangular tables (7)

Chairs (250)

Stage with lighting and curtains

Carpeted floor

Dance Floor (4 x 4m) (if requested)

Industrial Kitchen with servery

Small Kitchen with servery

Crockery

Glasses (wine, champagne, beer and soft drink)

Cooling and heating

Sound system and microphone (instructions can be provided if needed)

Projector and screen

Fridge and Freezer

Industrial dishwasher

### **WHAT DO I BRING / WHAT IS NEEDED ON THE DAY**

Any serving plates required

Any servers required

Tea towels

Garbage bins / bags

Eski / Cooler for any extra drinks / food requiring cooling

Any tea / coffee / sugar / spoons needed for hot drinks

Catering - this is to be provided by the hirer, either privately or by a catering company

Alcohol is permitted but is not allowed to be sold on the premises

### **WHO DO I CONTACT IF SOMETHING GOES WRONG**

There is an emergency contact number for the day if required

### **HOW BIG ARE THE TABLES**

Round Tables 180cm

Rectangular Tables 200cm x 120cm

### **IS THERE A SECURITY BOND REQUIRED**

Yes, a \$500 security deposit is required, which is fully refundable, depending on the condition of the hall on departure