

ASSUMPTION CHURCH PJ
70 Jalan Templer
46050 Petaling Jaya
Selangor
Tel : 037782 5854/037784 4470 Fax : 037782 4561

HALL BOOKINGS RATES, TERMS AND CONDITIONS FOR YEAR 2007/2008
(Kindly retain Pages 1 & 2 for your reference and submit page 3 to the Parish office)

HALL SECURITY DEPOSIT : RM200.00
HALL RENTAL (PER 4 HOURS) : RM200.00

ALL PARISH GROUPS USING THE CHURCH FACILITIES ON AN ON-GOING BASIS, ARE STRONGLY ENCOURAGED TO GIVE A LOVE OFFERING TWICE A YEAR TO HELP DEFRAID MAINTENANCE COST

Terms & Conditions

1. Reservations are accepted on availability – in the event a hall reserved by an applicant becomes unavailable at the reserved date due to unforeseen circumstances, the next available hall of a similar category will be offered in lieu. In the event that the applicant declines the offer, the reservation will be deemed cancelled and a full refund of payment will be made as full and final settlement.
2. A refundable security deposit is payable upon confirmation of reservation and the full rental payment is to be settled **seven (7) days** prior to the date of the function; failing which the reservation will be deemed cancelled and the Security Deposit forfeited.
3. Griffon Hall is equipped with 150 chairs and 10 round dinner tables while Assumption Hall has sufficient round and rectangular tables for use in the hall. The event organisers are to provide their own table cloths and to ensure that after the function, the tables and chairs are cleaned and neatly stacked at the back of the hall, not too close to the wall.
4. Caterers are to supply their own tables for the food-layout outside Griffon Hall in the Family House or at the two wings outside Assumption Hall.
5. The Event Organiser has to ensure that the food caterers employed use only the designated area (unless the committee has agreed to further see to the cleaning, removal and proper of refuse from the premises and compound immediately after the function, to a proper dump site – NOT THE CHURCH DUMP SITE PLEASE!
6. Washing of utensils at the premises is strictly prohibited.

7. Applicants are to organise their own arrangement for the setting up of the hall and the cleaning up after the function. As we DO NOT provide audio-visual equipment, kindly make your own arrangement in this respect.
8. General noise level, including music and audio-visual equipment, is to be kept reasonably low so as not to disturb the surrounding neighbour.
9. Food and drinks are not allowed in the rooms.
10. Open-fire cooking is strictly prohibited at the Family House for safety reasons.
11. The putting up of tents etc. in the Family House is strongly discouraged since these cannot be erected against the wall and thus do not serve the purpose in bad weather.
12. Smoking, gaming and alcoholic drinks are strictly prohibited in the hall.
13. All equipment hired for use at functions is the sole responsibility of the applicant and must be removed immediately after the function; failing which storage charges will be levied.
14. All cost for the repair or replacement of items on the premises, damaged in the course of the function by the applicant and/or his/her guests or servants shall be borne and paid in full by the applicant forthwith upon notice by the Church Office.
15. Sticking of tapes, stickers etc on the walls, whiteboard and ceiling is NOT ALLOWED. Wall hooks have been installed for putting up decorations : use these instead.
16. All applicants, their guests and servants utilising the premises do so at their own risk. The Assumption Church shall not be held liable for any and all claims arising thereof, including any injuries sustained therein.
17. The Assumption Church reserves the right to amend the rates as well as terms and conditions when it deems necessary and/or decline any reservation.

ALL FUNCTIONS MUST END BY 10PM

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Application form for “ASSUMPTION HALL/ROOM BOOKING”
PLEASE TICK AND COMPLETE APPROPRIATELY (A or B and C)

A. Private Function

Applicant's Name: _____

Address : _____

Contact No.: _____ (mobile) _____ (office/residence)

B. Church Function

Ministry's Name : _____

Contact Person : _____

Contact No.: _____ (mobile) _____ (office/residence)

C. Type of Function (Please specify)

Private : _____

Church : _____

Date/s Required : _____ Time : From _____ To _____

Number Attending : _____

Venue Required (Please tick)

Assumption Hall Room _____ (Name of Room)
(not applicable for private function)

I/We declare that the information above to be true to the best of my/our knowledge and by signing this application form, I/We hereby agree to abide by the rates, terms and conditions specified.

Applicant's Signature

Date

For Parish Office Use Only

Form received on: _____ Security Deposit Paid On: _____ Receipt No.: _____

Full Rental Paid On: _____ Receipt No. : _____ Attended By : _____