



Stella Maris Seafarers' Centre Melbourne
600 Little Collins Street

HIRE OF MAIN HALL & FACILITIES

The Stella Maris hall is available for hire and expressions of interest are welcome. The main hall is very spacious with a large central dance floor and can suit many functions such as meetings, social occasions, dance lessons and other events. Strict rules do apply as it is a requirement that the Centre must still function unhindered for seafarers.

~ Hall Hire Rules & Guidelines ~

**** For Outside Parties ****

(As at 11 October 2006, subject to change)

- No eating or drinking on the dance floor. Shoes must be worn on feet at all times.
- Neat casual dress.
- Bar area and food, to be set aside for seafarers.
- Pool tables to be covered with wooden tops - in bar area for seafarers use only.
- Centre's music equipment is to be used only by resident DJs. Outsider bands/DJs - must supply own equipment. PA equipment is available via prior arrangement.
- Hire of hall is from \$600 (GST included) - added costs for all damages. \$100 deposit is to be paid at time of booking. Balance to be paid 7 days prior to the event. PLEASE NOTE - if balance is not received by the due date it will be assumed that the function is not going ahead, the booking will be cancelled and the \$100 deposit will be forfeited.
- One nominated person must man the guest book and greet guests. Children are to be supervised at all times by parent/guardian.
- Cleaning remains the responsibility of the hirer, unless by prior arrangement with the manager and is subject to a \$120 fee in addition to hiring costs.
- All areas and surfaces are to be left clean and tidy after use. Cleaning equipment will be supplied. Tables, kitchen and appliances are to be wiped clean. Floors are to be swept, mopped or vacuumed, depending on floor surface. Dance floor is NOT to be mopped. Excessive marking of floors could lead to extra cleaning charges. All care is to be taken to protect carpeted areas and to attend to spillages promptly.
- Maximum number of guests is 250.
Management will organise staff for the bar, front door/desk and telephones. Functions including meals must use a professional caterer (no dinner-service is available at Centre).
- Management retains the right to reprimand and eject those, whose behaviour is unacceptable. Management also holds the right to refuse entry to persons in accordance with Liquor Control Commission rules and regulations.
- Function and music to end at 12.00am (negotiable). Premises and car park to be vacated by 1.00am (No vehicles to be left in the car park after 1.00am).
- Decorating of the hall is permitted in accordance with Management instructions.
- Strictly no BYO allowed - alcohol at Centre's bar prices (special list).

Please note: Stella Maris is a smoke free premises. Smoking is permitted in the courtyard patio only.