

APPLICATION FOR CHAPEL HIRE

Crown Lands Management Act 2016
NSW Public Health Regulation (Disposal of Bodies) 2012
Cemeteries and Crematoria Act 2013 and Cemeteries and Crematoria Code of Practice 2018

CHP4

Conditions of Hire

- Hire fees are to be paid prior to hire. Applications are required a minimum of four (4) weeks with invoice paid one (1) week prior to hire date.
- The chapel is booked for a maximum of three (3) hours.
- Afternoon bookings are to conclude by 4.00pm unless specifically organised to go outside office hours. This will incur after hours fees.
- Operational hours are Monday to Friday between 8.30am and 4.00pm.
- Live Streaming is included with the Chapel booking. If you have selected this option, recording will commence five (5) minutes prior to the commencement of the booking and will finish recording at the cessation for the service. This is generally one (1) hour.
- Services will not be recorded unless this has been specified.
- The purchase of live stream is possible after the event. The download link will only be sent to the person listed as the Family Contact. The fee to purchase is directly from the service provider One Room.
- Kitchen hire is available for an additional fee with the Chapel hire during the designated timeframe.
- The kitchen includes a fridge, oven, urn, microwave and sink.
- Basic tea, coffee and sugar are provided with cups, small serving plates and teaspoons.
- Milk, along with any catering is the responsibility of the hirer.
- Cleaning is the responsibility of the hirer to ensure the chapel, kitchen and veranda areas are cleaned. This includes the cleaning of the kitchen and any items used, all leftover food removed from the fridge, kitchen and outside areas. All rubbish to be placed in the bins provided.

If your chapel booking is related to a cremation or burial, then your funeral director will book the chapel on your behalf. This application is for Memorial Services only where there are not other services being provided.

A1. Applicant Details – Mr / Mrs / Ms / Other _____			
Name and Address	<input type="text"/>		
Telephone	<input type="text"/>	Mobile	<input type="text"/>
Email	<input type="text"/>		

A2. Booking Details					
Please select your option					
<input type="checkbox"/>	Chapel	<input type="checkbox"/>	Live Streaming	<input type="checkbox"/>	Kitchen
Hire Details					
Booking	<input type="text"/>	Day	<input type="text"/>	Date	<input type="text"/>
3hrs Max	<input type="text"/>	Start Time	<input type="text"/>	End Time (includes cleaning)	<input type="text"/>
Live Stream	<input type="text"/>		Email of Family Contact		
This is the person who will receive the download for purchase					
*You can forward your invitation to family and friends to enable them to view the memorial					

A3. Memorial Details

Name of Deceased

First Name

Middle Name/s

Surname

Date of Birth

Date of Death

A4. Applicants Declaration

I declare that all the information in this application is true and correct. I acknowledge that by signing this declaration I have read and understood the Conditions of Hire and am in agreeance to them or any future changes to the terms. I agree to pay for the hire a minimum of one week prior to usage.

Applicants Name
(please print)

Applicants Signature

Date