



UNITING CHURCH IN AUSTRALIA (WA)
MARGARET RIVER CONGREGATION

Venue Booking Hire and Indemnity Form

Name: _____

Group (if on behalf of): _____

Postal address: _____

Phone: (H) _____ (W) _____ (M) _____

Email: _____

Purpose of booking:

Approximate number of people attending: _____

Will there be an admittance charge? _____ If yes, how much? \$ _____

Are you currently involved in any of our regular activities? Is so, which one/s?

Date/s requested: _____

Time:

Start _____ Finish _____

Room/s requested

- Kitchen
- Social room
- Auditorium
- Meeting room
- Piano

Suggested Donation:

Hiring of all rooms includes public liability insurance from Uniting Church Insurance Services (see attached form). Public liability insurance is required by all hirers of Uniting Church buildings **and is not negotiable.**

Kitchen & Social Room /or Meeting Room

	<u>Including UCA Insurance</u>	<u>Private Insurance</u>
Min 2 hours	\$120	\$60
½ day	\$180	\$120
Full day	\$250	\$200

Auditorium & Kitchen

	<u>Including UCA Insurance</u>	<u>Private Insurance</u>
Min 2 hours	\$150	\$100
Half day	\$240	\$180
Full day	\$320	\$250

For building hire longer than a day, on a regular basis or more than one room, please contact the Uniting Church Margaret River. Minimum Hire 2 hours.

The hirer agrees to the following:

To honor the suggested donation to the Uniting Church Margaret River.

To keep the premises in a clean, tidy and sanitary condition and not permit any act whereby the premises or any part of the premises may be damaged.

To provide adequate supervision at all times.

To refrain from displaying any advertising material without the express permission of the Uniting Church Margaret River.

To leave the premises and facilities in a clean and tidy condition at the conclusion of the function. (N.B. If this is not met, an \$80 cleaning fee will be charged)

To ensure no alcohol is consumed on the premises by people over the age of 18 years without the permission of the Uniting Church Margaret River.

To obtain permission from Uniting Church Margaret River for the use of the audio system and/or piano. Under no circumstances is the piano to be moved.

(N.B. If the person acting on behalf of a group changes or their personal details change then a new booking form is required.)

Declaration (Individual)

I undertake to be in attendance during the specified times stated above and will ensure that all conditions defined with regards to the premises are complied with.

Signed: _____ Dated: _____

Name: _____

Declaration (Group)

I acknowledge that I am authorised to act on behalf of the above organisation and that I undertake to be in attendance during the specified times stated above and will ensure that all conditions defined with regards to the premises are complied with.

Signed: _____ Dated: _____

Name: _____

Bank Details for Direct Debit

Name of Account: Margaret River Uniting Church

Bank: ANZ

BSB 016520

Acc Number: 457247708

Branch: Margaret River

Notation: *Organisation Name and "Venue Booking"*

Enquiries to – Lauren Gallagher, Office Manager, Middletons (booking officer on behalf of Margaret River Uniting Church) lauren@middletonca.com.au or Margaret River Uniting Church – unitingchurch.mr@bigpond.com