



## 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 admission charge? \_\_\_\_ If yes, how much? \$ \_\_\_\_\_

Days requested: \_\_\_\_\_

Time (daily):

Start \_\_\_\_\_ Finish \_\_\_\_\_

Room/s requested

- Kitchen
- Social room
- Meeting Room
  - Auditorium - Piano Heating Audio (Please circle)



**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 and Meeting Room**

	<u>With UCA Insurance</u>	<u>Own Insurance</u>
Min 2 hours	\$120	\$60
Half day	\$180	\$120
Full day	\$200	\$250

**Auditorium**

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

**Piano**

\$100.00

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

**The hirer agrees to the following:**

To honour 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 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. I will ensure all conditions defined with regards to the premises are complied with.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Name: \_\_\_\_\_

### **Declaration (Group)**

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

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Name: \_\_\_\_\_

Enquiries/submission of forms to Mary Elton, Booking Officer,  
[elton5@bigpond.com](mailto:elton5@bigpond.com) 0429797767