



Uniting Church in Australia - Margaret River Congregation

60 Tingle Avenue
(PO Box 753)
Margaret River WA 6285
www.margaretriveruniting.com

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 (with church pianist – for wedding or funeral service)

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.

Rehearsals

If your event requires a rehearsal (eg. for a concert) this is treated as a second booking. As a courtesy we suggest a donation of 50% of your full agreed rate for this rehearsal time. Please discuss with the booking officer upon booking the facilities to ensure availability, and so we can understand your rehearsal requirements.

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 0429797767

Payments can be made by Direct Deposit to:

Margaret River Uniting Church
BSB- 016-520
Acct – 457247708