



# Wesley Uniting Church

20-22 National Circuit, Forrest  
Phone: (02) 6295 3680 Email: [office@wesleycanberra.org.au](mailto:office@wesleycanberra.org.au)

## FACILITY BOOKING FORM

### Contact Details

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

Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

ABN: \_\_\_\_\_ Contact number: \_\_\_\_\_

Email: \_\_\_\_\_

### Event Details

Date/s: \_\_\_\_\_ Time/s: \_\_\_\_\_

Description of Event: \_\_\_\_\_  
(Please allow at least 30 minutes before and after the event for set-up and clean-up which is inclusive of the hiring fee.)

- Wesley Hall** \$52.00 per hour (170m<sup>2</sup>, stage 88m<sup>2</sup>, Seats 180 (theatre) or 100 (dinner))
- Vercoe Room (carpeted)** \$46.00 per hour (Seats 40-50)
- Lancaster Hall** \$57.00 per hour (Gym; a full size basketball court)
- Foyer with kitchenette** \$75.00 per hour
- Church for Wedding/Funeral** \$1800.00 (Minister, Organist, flowers, Attendant, livestream, insurance, cleaning bond and Church hire)
- Wesley Kitchen** \$40.00 per 4 hour block (adjacent to Wesley Hall and Vercoe Room)
- Piper Kitchen** \$60.00 per 4 hour block (adjacent to Lancaster Hall)

### Insurance Cover

Current Public Liability Insurance:  Yes (please supply copy of Certificate of Currency)  No

Hirers of Wesley Uniting's facilities must have a Public Liability Policy of at least \$5,000,000. This Policy should, hold indemnified, the Church, its office bearers and members for any damage, injury or accident on the premises arising out of the negligence of the User during or connected with the User's occupancy or use. Casual hirers may consider applying for Public Liability Insurance through the church. Premiums are: 1 day - \$50, 2 days - \$90, 3 days - \$125, 4 days - \$150, 5 days - \$175, 6-14 days - \$250.

Please note:

- ❖ \$100 Key Bond applies for hire after office hours. Pick up & return key during office hours.
- ❖ \$100 Attendant Fee; after hours staff either on call or in attendance as required as ascertained by church staff.
- ❖ \$200 Cleaning Bond applies when food and drinks are served or consumed during the event.
- ❖ A minimum of 3 hours booking in one session or multiple one-hour sessions applies.