



# WESLEY UNITING CHURCH

20-22 NATIONAL CIRCUIT, FORREST

Email completed form to: [office@wesleycanberra.org.au](mailto:office@wesleycanberra.org.au).

All queries please call 02 6295 3680.

## FACILITY BOOKING FORM

### CONTACT DETAILS

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

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

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

ABN: \_\_\_\_\_ Contact Number: \_\_\_\_\_

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

### EVENT DETAILS

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

- Wesley Hall \$47 per hour (170m<sup>2</sup>, stage 88m<sup>2</sup>, Seats 100)
- Vercoe Room \$41 per hour (Seats 40-50)
- Lancaster Gym \$52 per hour (full size basketball court)
- Foyer \$41 per hour | \$68 per hour (with kitchenette)
- Wedding/Funeral \$1,800 (minister, church, music, organist, flowers, attendant, sound, zoom, insurance, cleaning)
- Wesley Kitchen \$31 per session (4 hours) Adjacent to Wesley Hall and Vercoe Room
- Piper Kitchen \$52 per session (4 hours) 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 apply for Public Liability Insurance through the church - 1 day \$50, 2 days \$90, 3 days \$125, 4 days \$150, 5 days \$175, 6-14 days - \$250.

*\$50 Key Bond applies for hire after office hours. \$100 Attendant Fee for after hours as ascertained by church staff. \$200 Cleaning Bond applies when food and drinks are served or consumed during the event. Rates valid from 1 January 2023 (includes GST). Kitchen facilities are available for heating food, but not food preparation or cooking. Sunday Bookings Available On Request. No One Off Bookings Less Than 3 Hours.*