



Wesley Uniting Church

20-22 National Circuit, Forrest
PO Box 3217, Manuka 2603
Phone: (02) 6295 3680 Fax: (02) 6232 6523
Email: office@wesleycanberra.org.au



FACILITY BOOKING FORM

* Sunday Bookings are only available from 2pm *

(Please cross X where applicable)

Date: _____

Contact Details

First Name: _____ Last Name: _____

Organisation: _____ Designation: _____

Organisation Address: _____

Post code: _____

ABN: _____ (Office hours) Telephone: _____ Mobile: _____

Email: _____

Preferred mode of contact: Mobile Office Tel Email

Event Details

Date/s of event: _____

Start time: _____ Finish Time: _____

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

Nature of event:

Lecture/Classroom Performance Sports Other: _____

Number of participants/attendants: _____

Venue/s requested:

Rates valid from 1 January 2019. Includes GST.

Wesley Hall *
\$41.00 per hour
170m², stage 88m², Seats 180 (theatre) or 100 (dinner)
Optional - Projection screens available at \$10.00 each.

Vercoe Room (carpeted)*
\$35.00 per hour
Seats 40-50 (theatre)
Optional - piano available; price on application.

Lancaster Hall
(Gym; a full size basketball court)
\$45.00 per hour

Foyer *
\$35.00 per hour

Board Room*
20.00 per hour
Seats maximum 12

Foyer with kitchenette *
\$60 per hour

*** \$50 Key Bond applies for hall 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**

Second venue choice: _____

Catering

Will drinks or food be served? Yes No

Kitchen facilities are available for heating food, but not food preparation or cooking.
Please indicate if you will be hiring kitchen facilities.

- | | |
|---|---|
| <input type="checkbox"/> Wesley Kitchen*
(adjacent to Wesley Hall and Vercoe Room)
\$27 per session (4 hours)
\$56 for whole day and evening | <input type="checkbox"/> Piper Kitchen
(adjacent to Lancaster Hall)
\$45.00 per session (4 hours)
\$90 for whole day and evening |
|---|---|

Start time: _____ Finish time: _____
\$200 Cleaning Bond applies when food and drinks are served or consumed during the event

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.

Regular users of the church's property should obtain their own insurance.

Please email the completed form to office@wesleycanberra.org.au or mail it to PO Box 3217, Manuka 2603. We will endeavour to contact you within two working days upon receipt of your form with an informed response and hopefully the details for a successful event at Wesley.

For office use only

<u>Bookings</u>	Enter details into bookings system	<input type="checkbox"/>
<u>User Agreement:</u>	Sent / /	<input type="checkbox"/>
	Received / /	<input type="checkbox"/>
<u>Invoice</u>	Prepare invoice	<input type="checkbox"/>
<u>Carparking</u>	Notified for boom gate access	<input type="checkbox"/>
	Times to rise _____ fall _____	
<u>Key bond:</u>	Bond paid / /	<input type="checkbox"/>
	Receipt No. _____	
	Key picked up / /	<input type="checkbox"/>
	Key returned / /	<input type="checkbox"/>
<u>Cleaning Bond:</u>	Bond paid / /	<input type="checkbox"/>
	Receipt No. _____	
	Inspection completed	<input type="checkbox"/>
	By (name) _____ at day _____/time _____	
	Refund of cleaning bond granted/denied. Reason if denied: _____	
<u>Insurance</u>	Received / /	<input type="checkbox"/>
	Valid until / /	
	Applied Synod / /	<input type="checkbox"/>
	Received Synod / /	<input type="checkbox"/>