



# 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](mailto: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:

**Wesley Hall \***  
\$43.00 per hour  
170m<sup>2</sup>, stage 88m<sup>2</sup>, Seats 180 (theatre) or 100 (dinner)

**Vercoe Room (carpeted)\***  
\$37.00 per hour  
Seats 40-50 (theatre)

**Lancaster Hall**  
\$47.00 per hour  
Gym; a full size basketball court

**Foyer \***  
\$37.00 per hour

**Church for Wedding/Funeral**  
A flat fee of \$999 includes the Minister, Organist, Flowers, Attendant, Insurance and Church hire.

**Foyer with kitchenette \***  
\$62 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: \_\_\_\_\_

*Rates valid from 1 December 2019. Includes GST.*

## 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.

**Wesley Kitchen\***

(adjacent to Wesley Hall and Vercoe Room)  
\$28 per session (4 hours)  
\$50 for whole day and evening

**Piper Kitchen**

(adjacent to Lancaster Hall)  
\$47.00 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](mailto: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 _____	<input type="checkbox"/>
<u>Key bond:</u>	Bond paid / /	<input type="checkbox"/>
	Receipt No. _____	<input type="checkbox"/>
	Key picked up / /	<input type="checkbox"/>
	Key returned / /	<input type="checkbox"/>
<u>Cleaning Bond:</u>	Bond paid / /	<input type="checkbox"/>
	Receipt No. _____	<input type="checkbox"/>
	Inspection completed	<input type="checkbox"/>
	By (name) _____ at day _____/time _____	<input type="checkbox"/>
	Refund of cleaning bond granted/denied. Reason if denied: _____	<input type="checkbox"/>
<u>Insurance</u>	Received / /	<input type="checkbox"/>
	Valid until / /	<input type="checkbox"/>
	Applied Synod / /	<input type="checkbox"/>
	Received Synod / /	<input type="checkbox"/>