

Booking form



Upwey Baptist Community Church

Cnr. Darling Ave & Burwood Hwy, Upwey
Mailing Address - P.O. BOX 1206, UPWEY 3158

Contact:	Diana Little
Email:	dianalittle26@gmail.com
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Upwey Baptist Community Church (UBCC) would like to thank you for considering our facilities. These facilities are operated by volunteers so your rental can help support people in need in our community.

Please note:

Due to insurance requirements, NO ALCOHOL may be consumed on the premises. Smoking is not permitted indoors or within 15m of building entrances.

Rental Fee Structure (Exclusive of GST)

Area	Per Hour	Half day (up to 3 hrs)	Full Day
Church Auditorium		\$165	\$275
Halls: * McLerie Hall (Upper hall, Blue carpet) * Griffiths Hall (Upper hall, Beige carpet) * Top Hall (Separate hall with outdoor play space)		\$60	\$120
* Kitchen (inc. oven, dishwasher) * Please note the security/damage deposit to include use of Kitchen is \$200		\$140	\$280
Sound Equipment Use Training Session Only: \$60 one off fee For full use of sound equipment, technician training/familiarization is required. Sound Desk Operator provided by UBCC * Please note the security/damage deposit to include use of Sound Equipment is \$200	\$60 \$60	- -	- -

A security/damage deposit of \$100 (or \$200 if hiring/using Sound Equipment OR kitchen) is required within 10 days of booking to secure the date/s. This will be happily refunded upon satisfactory inspection of the premises after the event. Please see security/damage deposit in the Rental Terms and Conditions for further details.

Payment Details

Direct Debit	Cheque
Account name: Upwey Baptist Community Church BSB: 063 208 Account Number: 1003 4520	Payable to: Upwey Baptist Community Church Mail to: PO Box 1206, Upwey Vic 3158

Renter Details

Contact Name: _____

Organisation & ABN (if applicable): _____

Mailing address: _____

Phone: _____ Mobile: _____

Email address: _____

Rental Purpose

The application is for: Regular use A one-off function

Type of event: _____

Anticipated number of people attending: _____

Rental dates/times requested:

Day/Date	Start time	Finish Time

Will the event be for persons under 21 years of age? Yes No

If yes, I confirm that there will be one adult per twenty-five children in attendance Yes No

Area/s requested	Hour/s	Half day (up to 3 hrs)	Full Day	Total Cost
Church Auditorium				
McLerie Hall				
Griffiths Hall				
Kitchen				
Top Hall				
Sound Equipment				
Sound Desk Operator				

Additional requests	Yes	No
Additional seating for Auditorium (presently set up to seat 110)		
Use of piano or organ		

Kitchen items (please complete if applicable)	
<input type="checkbox"/> I will provide my own equipment	
OR	
<input type="checkbox"/> I require the use of:	
<input type="checkbox"/> Mugs or Cups and Saucers	<input type="checkbox"/> Tables or Trestle Tables for Food
<input type="checkbox"/> Plates	<input type="checkbox"/> Urns
<input type="checkbox"/> Cutlery	<input type="checkbox"/> Tea Towels
Other: _____	

Other Requirements

Insurance

Renters are responsible for their own Public Liability Insurance for events. Commercial renters must provide a Certificate of Currency for Public Liability Cover (\$20 million or more).

Cost Calculation:

Rental Cost	\$ _____
Security Deposit	\$ _____
Y \$100 regular hire	
Y \$200 use of Kitchen	
Y \$200 use of Sound Equipment	
TOTAL	\$ _____

I have read and understand all of the information in this contract and agree to all the Rental terms and conditions.

I have attached a copy of my public liability insurance (if applicable)

Printed name of renter _____

Signature of renter _____ Date: _____

UBCC approved _____ Date: _____

We are a non-profit organization and would greatly appreciate your co-operation in the following of the Rental terms and conditions that have been outlined. Thank you, we hope you have a successful event!

Rental terms and conditions

Bookings:

Bookings will be held for 10 days and are considered tentative until receipt of Booking Form and security/damage deposit.

Security/Damage deposit:

A security /damage deposit plus the completed rental agreement is required within 10 days of booking the hall to confirm your date. Full payment is required 30 days prior to your planned event. Please send to address above.

The damage deposit will be refunded and mailed within 10 days of hall inspection and return of key. Funds will be deducted for any damage, key not returned, hall not cleaned to satisfaction, or any garbage left inside or outside of hall. (see clean up requirements). Breakages will be charged at replacement value.

Should the cost of repairs exceed the security/damage deposit the renter shall pay additional costs. The account for additional costs will be forwarded within 30 days.

Cancellation:

Cancellations made 30 days prior to event can be done without penalty. Cancellations made within 30 days of event forfeit the deposit to the UBCC.

Insurance:

The renter is responsible for his or her own liability insurance for the function.

All commercial rentals must provide a copy of the Certificate of Currency for their public liability insurance (\$20 million or more) with the booking form.

Liability:

The renter must remain on the premises whilst visitors/patrons are in the building and ensure their orderly conduct. The renter must keep the premises locked when unoccupied and ensure it is maintained in a clean and safe condition for the duration of the rental period.

UBCC does not accept any responsibility for any personal injury or damage, or the loss or theft of any article of clothing or equipment of the renter, or for anyone attending the event.

Suitability of facilities:

The UBCC do not indemnify that the facilities are appropriate for the rental purpose. Before renting, please schedule a walk through and have any questions or concerns addressed.

Set up/Pack up:

When decorating the hall, please do not use tacks, nails, staples or confetti. Masking tape, sticky tape or blue tac may be used providing it is removed at the conclusion of the rental period.

Please leave the hall as you found it. Renters must ensure all equipment is returned to its original location on completion of the event. (refer to clean up requirements)

Because this hall is in a residential neighbourhood, we ask that you respect our neighbours by not producing excessively loud noise audible outside the building, and having the sound turned OFF by midnight at the latest in accordance with EPA regulations.

Please keep our neighbours in mind when outside the building.

We ask that you leave the premises by 1 am, keeping noise in mind, as we have neighbours immediately surrounding the hall.

Safety:

All emergency exit doorways and passageways should be left clear at all times.

This is a no-smoking building, smoking is not permitted inside. No open flames.

Clean up requirements:

As we do not have a cleaner it is your responsibility to leave the hall as you found it. Please leave the room/s in a clean state and return any items moved during the course of rental to their original location/s.

Cleaning equipment is in the cupboard in the back of the kitchen, the vacuum cleaner is located in the cupboard to the right of the auditorium stage.

In order for your security/damage deposit to be returned, the following conditions must be met:

- a) All tables and chairs are to be returned to their original location after use.
- b) The floor must be properly swept/mopped/vacuumed, and the hall is to be left in the same condition that it was in when the renter first entered.
- c) All food stuffs are to be removed from the fridge. Please do not remove anything that may have already been in the fridge.
- d) All dishes, coffee makers etc. are to be properly washed, dried and put away in the correct spots.
- e) All garbage is to be collected and removed from the hall.
- f) Washrooms are to be left clean.
- g) Any Kitchen appliances, utensils and equipment used must be cleaned and sanitised where relevant. All items must be returned to its original position.