

# WESTCITY CHURCH

## GENERAL HIRE FORM

PERSONAL DETAILS						
Full Name						
Organisation						
Email						
Mobile Number						
Address						
EVENT DETAILS						
Event Name						
Event Summary						
Maximum # Attendees						
Event Date & Time	Date		Start Time		End Time	
Set Up Access	Date		Start Time		End Time	
Pack Down Access	Date		Start Time		End Time	
Is this a reoccurring booking?						
Will the event provide food?						
<i>Note: We are an alcohol-free venue. All facilities require to be returned to original state by end of booking.</i>						

FACILITY REQUIREMENTS			
	Description	Rate (Excl. GST)	Requested <i>Please tick</i>
Chapel	Access to and use of chapel and welcome foyer, including furniture, stage, heating/cooling, lighting and toilets. The chapel can comfortably seat 100. The max capacity is 130.	\$65 p/h	
Main Hall	Access to and use of main hall, including heating/cooling, lighting and toilets. The main hall can accommodate 120 standing. The max capacity is 130.	\$45 p/h	
Kitchen	Access to and use of kitchen, including heating, lighting, oven, sink.	\$30 p/h	

SERVICE REQUIREMENTS			
<b>Cleaning</b>	Post event cleaning. Required for all bookings with food.	<b>\$200</b>	
<b>Audio Visual</b>	Provision of a trained audiovisual tech. Including access to and set up of microphone, background music, multimedia desk, video display.	<b>\$250</b> for up to 2.5hrs	
<b>Set Up / Pack Down Assistance</b>	A set of hands to assist with moving furniture, putting up/taking down decorations, provide familiarity of the facilities.	<b>\$50 p/h</b>	

EQUIPMENT REQUIREMENTS			
<b>Main Hall Equipment Requested:</b> <i>Please detail quantity</i>	Chair \$10 (up to 120)		High Table \$70 (up to 16)
	Long Tables \$65 (up to 16)		Whiteboard \$95 (up to 2)
<b>Kitchen Equipment Requested:</b> <i>Please detail quantity</i>	Side Plate \$2 (up to 120)		Glass \$2 (up to 120)
	Cutlery \$3 (up to 120)		Mug \$1 (up to 120)

QUESTIONS/COMMENTS
<i>Please provide detail around services/equipment you request, including any changes to layout.</i>

TERMS & CONDITIONS
<ul style="list-style-type: none"> <li>- Booking price is independent of church attendance.</li> <li>- Westcity facility hire/venue is alcohol-free and smoke-free.</li> <li>- Confetti/glitter and candles are prohibited inside Westcity facilities.</li> <li>- No food permitted unless outlined in booking form.</li> <li>- A cleaning fee will be provided to all bookings involving food.</li> <li>- Only approved Westcity personnel are to operate the multimedia desk &amp; audiovisual equipment.</li> <li>- All facilities are required to be returned to a clean original state before the end of booking. This includes the removal of any decorations and equipment and a reset of the furniture layout. We recommend taking photos of the areas being used before anything is moved or changed.</li> <li>- The hirer is required to visit the church prior to the event to familiarise themselves with the facilities and areas being used, the location of cleaning equipment, rubbish bins, etc.</li> <li>- Where applicable, a bond of \$200 will need to be paid, at the time of booking. The entire amount will be refunded once the facilities have been handed back, in the original condition.</li> <li>- The lock box code must be kept confidential. The key is to be returned to the lock box at the end of the event. If the key is not returned the bond will be forfeited.</li> <li>- Cancellations within 30 days of the scheduled event will incur a fee worth 50% of the original booking.</li> </ul>

- A 50% deposit is required at time of booking. The remainder to be paid 10 working days prior to the event. Please transfer your payments to our account below and in the description put your name and event date.

WESTCITY CHURCH    BSB : 306 050    Account No. : 059 2834

- You agree to indemnify and keep Westcity Church indemnified from and against all claims, actions, suits, demands and injuries that may occur or arise out of the use of our facilities. Please insure you have your own event/personal insurance in place.

AGREEMENT		
	Hiring Party	Westcity Representative
Full Name		
Signature		
Date		

We love partnering with you in serving and supporting our local community through the hiring of our facilities.

Thank you for your booking enquiry. To confirm your booking, **please complete and return this Hire Form**, to [westcitychurch@gmail.com](mailto:westcitychurch@gmail.com). We will then contact you via email to confirm your booking and payment.

If your needs change – needing extra times or equipment or, to cancel your booking – please contact me immediately and we will make the amendments. I will continue to be your local contact in the event of a new booking, queries about the facility and for everything else. Please contact me if you are needing to discuss any of this further.

Kind regards

**John Seah**

**Westcity Church**

Associate Pastor - Weekend Services, Building & Events

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[westcitychurch.com.au](http://westcitychurch.com.au)