



TOORAK UNITING CHURCH

Hirer's Booking Form

For Casual Users



Complete and return via email to: Office@ToorakUC.org.au
Or mail to: Office Managers, 603 Toorak Rd, Toorak, VIC 3142

Section 1: Your Organisation / Individual's Details:

Organisation Name:

Primary Hirer Name:

email:

Phone:

mobile:

Postal address:

Person responsible for account (if no change, write "as above"):

Name:

email:

Phone:

mobile:

Section 2: Booking Details:

Casual users' access to the facilities (including set up and pack up) is from start of booking time until the end of the booking time only. (Please allow for this when making your booking.)

Hirers will be charged an additional one hour's hire if this time is exceeded.

Day(s) required:

Notes:

Event:

Time: *(from-until)*

Fee Quoted:

Venue (eg: Hall, Faichney Room, Wettenhall Room, etc):

Secondary venue (if required):

Kitchen required? Yes No

Weekend or other fees:

Insurance required? (Yes/No): Yes No

TOTAL:

Layout: Specify how you would like room(s) set out:

Section 3: Insurance:

Public Liability Insurance is mandatory. Please provide proof of existing policy to the TUC office.

You can obtain cover through the Uniting Church Synod - please complete the attached form and return with separate payment. (Current cost is \$55.)

Section 4: Payment:

Full Payment is required no later than one week prior to hire.

Our **preferred method of payment is via Direct Credit bank transfer.** Cheques can be made out to Toorak Uniting Church.

Account: Toorak Uniting Church

BSB: 033086 Account number: 911892

Quote your invoice number (or event details) and send a copy of the bank receipt to Office@ToorakUC.org.au