

# TOORAK UNITING CHURCH

## ROOM HIRE ARRANGEMENTS

All prices include GST

The Toorak Uniting Church Hall is approximately the size of a basketball court (21m long by 12m wide) with polished floorboards. It can seat 80 comfortably.

The Faichney Room comfortably seats 60. It is approximately 11m long x 8.5m wide.

The Wettenhall Room comfortably seats around 30. It is approximately 10m long x 6m wide.

The rooms have access to facilities including:

- Kitchen with a refrigerator, conventional oven, microwave oven and servery.
- Separate male, female and disabled toilets
- Chairs and trestle tables
- Wheel chair access

**Day Hire:** The rooms are generally available during weekdays, Monday- Friday and on weekends, subject to prior bookings.

**Evening Hire:** The rooms are available on Saturday and Sunday evenings and during the school holidays, other evenings may be available.

**Audio Visual:** AV equipment may be booked, however one of our Church Officers must be present to operate the equipment. Cost of hire = \$40 per hour including set up, pack up and a Church Officer to operate the equipment during your event

### **Conditions of Hire:**

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1. Absolutely no food or drink of any kind is to be consumed inside the church, with the exception of bottled water. No glitter or tinsel is to be used inside the church.
2. A standard Hire Agreement must be completed by the hirer and Toorak Uniting Church prior to the hire being approved. Acceptance of any booking is at the discretion of Toorak Uniting Church.
3. **Regular hirers'** access to the facilities (including set up and pack up) is from the start of booking time only, and for a maximum of 15 minutes after the end of the booking time. (Please allow for this when making your booking.)  
Hirers will be charged an additional one hour's hire if this 15 minutes is exceeded.
4. **Casual hirers'** access / set up / pack up needs must be fully included in the booking time.
5. **Public liability insurance is mandatory. Regular hirers** must provide proof of cover to the TUC office once per year. **Casual hirers** must either provide proof of existing policy or obtain cover through the Uniting Church Synod (current cost is \$55.00). The TUC office can assist you with this.
6. **Cleanliness:** Facilities are to be left in the condition in which they are found, otherwise a **\$150 cleaning fee** will be charged.

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### 7. After events:

- All rubbish created by the function must be removed by the hirer.
- Furniture to be restored to original positions.
- Floors swept and mopped as required, with appropriate cleaning materials (especially polished floor boards).
- All stoves turned off.
- Dishwasher drained and switched off.
- Kitchen benches wiped down.
- Food/drink either removed or stored appropriately.
- All lights (including hall, kitchen, porches, front yard and toilets) turned off. Back, South and North Porch doors of hall complex locked.
- Entrance gate closed.
- Key returned.

### 8. Kitchen hire includes:

- i. Use of all crockery, cutlery and glassware.
- ii. Use of the dishwasher (Instructions are on the side of the machine)
- iii. Tea, coffee and milk (unless marked for use by the congregation)

### 9. Smoking is NOT PERMITTED anywhere at all on Church premises.

### 10. 25<sup>th</sup> and younger birthday parties are not permitted at Toorak Uniting unless members of the congregation

### 11. Parties and large functions:

- A function bond of **\$1,000** is payable by either direct credit or cheque. This is to make sure you look after our hall and to pay for any damage. If paying by direct credit, please let us know at the time of booking your banking details so that we can transfer the money back to your account if everything is OK after the party.
- We have had problems with other parties and poor cleaning up afterwards. Therefore, we now charge a cleaning fee for all large functions. Our cleaners will clean up between midnight and 5am. The cleaning fee is: on an as needs basis.
- You must empty all bins and take rubbish away with you – remove rubbish off-site.

### 12. Alcohol: BYO alcohol is allowed on premises. However, alcohol **must not** be served to persons under 18 years of age.

### 13. Amplified music must be turned down at 11pm (EPA Regulations).

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14. The dishwasher MUST be cleaned and turned off following events.

15. Vacate premises by 12 midnight.

16. Payment:

- Casual Bookings: All monies to be paid no later than one week before hire.
- Regular Hirers: will be invoiced at the end of the month. All monies to be paid within one week of receipt of invoice.
- Our preferred method of payment is via Direct Credit bank transfer.

Account: Toorak Uniting Church

BSB: 033086 Account number: 911892

Quote your invoice number and send copy of bank receipt to:

[office@toorakuc.org.au](mailto:office@toorakuc.org.au)

- Cheques for room hire and bond to be made out to Toorak Uniting Church.

**Enquiries?** Please direct your questions to our Office Managers:- Kimberly Hobbs or Catriona DeVere on 9829 0300 or email: [office@toorakuc.org.au](mailto:office@toorakuc.org.au)