

# FAQs – Facilities Hire

## Equipment available

**Trestle tables** (L 182 x W 75 x H 73 cm) 22 tables.

**Tablecloths** can be provided subject to availability. We get them cleaned and ironed professionally and pass this cost on to you at \$25 per tablecloth. Of course, you may BYO tablecloths instead.

**Chairs** are available as follows:

- 80 dark blue fabric chairs
- 29 other fabric chairs
- 40 wooden folding chairs
- 20 plastic stackable chairs
- 25 pink vinyl chairs (not to be removed from the Wettenhall Room)



**Lectern** – may be borrowed on request

**The Kitchen** may be hired for your event.

Kitchen hire includes the use of cutlery, crockery, glassware (excluding wine glasses), the industrial dishwasher, the oven and cooktop, the microwave, the perpetual-boil urn and the coffee grinder.

When hiring the kitchen, the hirer must leave the kitchen exactly as they find it. This means they are responsible for

- All washing up and putting away of crockery, glassware etc.
- The dishwasher must be cleaned and switched off as per the instruction sheet beside the machine.
- The floor must be swept and, if needed, mopped clean.

**Alcohol** may be served, provided you and your guests are over 18 and you have discussed the event plans with the Office Managers.

**Rubbish** must be taken away with you when you leave. Our normal weekly rubbish and recycling takes up all the space we have in our Council bins. We cannot physically accommodate any more.

**Public Liability Insurance (PLI)** is required for all events. If you are unable to provide us with PLI, please speak with the Office Managers, who will send you a link to the Synod of the Uniting Church in Victoria and Tasmania. The Synod can supply PLI at a competitive rate.

**A Licence Agreement** must be completed and signed by both the hirer and a representative of Toorak Uniting Church.

## Information about parties

You may book the function rooms for parties; however, a few extra conditions apply.

Due to the close proximity of our neighbours, party hirers must agree to switch off all amplified sound by 10.00pm and make all attempts to keep all non-amplified sound to a level which is not detectable outside the building.

Any party for age groups from 13 – 30 years must lodge a Victoria Police Party Plan and the hirer must provide Toorak Uniting of proof of lodgement at least one week before the party. In addition, there must be paid security staff from a recognised security firm. The details of the firm hired need to be provided to the church office at least one week before the party.

Toorak Uniting requires a \$1,000 bond for parties. This bond will be returned to you once our Church Officer has signed off the bond checklist as satisfactory. (A copy of the bond checklist is attached at the end of this document) The bond must be paid into Toorak Uniting Church's bank account at least one week before your event. If there is damage to the property or it is left in an unclean state, part or all of the bond will be forfeit to cover reparation costs.

Failure to either pay the bond or provide proof of the Victoria Police Party Plan and/or the security arrangements one week prior to your event will forfeit your booking.

Following parties, we must hire cleaners to prepare the facilities to be used the following day. This generally involves hiring an overnight cleaner. This cleaning cost will be added to your invoice.

## The rooms –

**The Main Hall** is 21m long by 12m wide – slightly larger than an average basketball court. It has polished floorboards. It can seat 100 comfortably and accommodate 150+ if standing.



**The Faichney Room** is approximately 11m x 8.5m. . It can seat 60 comfortably and 100 if standing. This room can be made smaller by pulling across the full-height, full-width room divider.





**The Wettenhall Room** is approximately 10m x 6m. It can seat 30 comfortably and 45 if standing. It is a carpeted, well-lit space with a view to the courtyard. This is an excellent room for meetings or light exercise such as yoga.



# The Kitchen





**The Courtyard** may be used by those hiring one of the function room until 10.00pm. After this time, noise tends to travel and bother our neighbours. The courtyard must be left clean and all doors re-locked after use. No smoking is permitted.



Toorak Uniting Church Hall – 603 Toorak Rd, Toorak, 3142  
**Hall Condition Report / Bond Refund Checklist**

We strive to keep our facilities in top condition, so you can enjoy your time with us.

Each item listed has been checked prior to issuing the Hall key to you.

Please check everything is correct before your function begins. If any item is missing or damaged on your entry to the Hall, please call Catriona or Betsy in the church office (9829 0300) or the Church Officer, James Widdowson (0412 106 999) to report the problem before your function commences.

We'll check the Hall after your function and, as detailed in Section 1 (d) of the Hall Hire Agreement, will deduct any damage or missing items from your bond. Thank you for choosing to use our Hall for your function.

Name of hirer: \_\_\_\_\_ Function date: \_\_\_\_\_  
 Inspected by: \_\_\_\_\_ Inspection date: \_\_\_\_\_

No.	Item	OK on entry	Comments
1	All Taps off (any leaks?)		
2	All Chairs & tables placed neatly with no breakages?		
3	<u>Kitchen:</u> Urn/Instant Hot Water Service Turned Off? Any damage? Check cupboards Check fridge / freezer (Any of your food left?) Clean? Floor, sink and benches cleaned? Dishwasher cleaned and turned off? All cups, plates & crockery clean & away? Coffee grinder present and working?		
4	Rubbish bins in kitchen all empty?		
5	Rubbish bins (240lt) outside bins empty? (Hirers to take rubbish generated off-site)		
6	Courtyard clean / tidy – no empty bottles/paper etc.		
7	4 x Fire extinguishers: 2 x 4.5kg ABE extinguisher inside the hall doors, 1 x 4.5kg ABE extinguisher next to the door in the kitchen 1 x 4.5kg ABE extinguisher in hall cupboard by stairs Have any been interfered with or emptied? The arrow should be in the green section on the dial.		
8	Fire blanket in kitchen - Has it been interfered with or removed?		
9	Heaters off?		
10	Lights off?		
11	Hall Door and external door(s) locked?		
12	Hall floor, entry and passageway clean and mopped, with no sticky residue.		
13	<u>Female Toilets:</u> Any graffiti? Any damage? Flush OK, any leaks? Floor and toilets cleaned? Flush OK? Toilet paper, paper towel, soap in correct places? No toilet paper stuck to walls or ceiling?		
14	<u>Male Toilets:</u> Any graffiti? Any damage? Flush OK, any leaks? Floor and toilets cleaned? Flush OK? Toilet paper, paper towel, soap in correct places? No toilet paper stuck to walls or ceiling?		
15	<u>Other:</u>		