

BOOKING THE CHURCH PROPERTY

Hall Hirer Information and Application Form

Our property is a valuable asset and we encourage you to treat it with care. We are happy to share our facilities and, in doing so, we invite users to share in the cost of maintaining them. This booking is on the understanding that you can provide a current 'Certificate of Currency' for insurance. A list of associated costs is attached.

Under law, there can be no smoking on the premises. Alcohol is permitted, however we ask that it is not taken or consumed outside of the buildings. **Please note that, under law, you may not sell alcohol at any event on these premises.**

Please direct all general enquiries to the Church Ministry Centre, 78 Cuthbert Street, Heathmont [9738 0455].

We ask that you respect our neighbours. Car parking should be on the property and not on the street ['No Parking' signs must be used to avoid car parking in front of neighbours' homes in the immediate vicinity.] We follow local Maroondah City Council Noise Ordinance laws which dictate that "Musical instruments, electrical amplified sound reproducing equipment (including stereogram, radio, television or public address system) are **prohibited** Mon – Thurs: before 7am and after 10pm. Friday: before 7am and after 11pm. Saturday and public holidays: before 9am and after 11pm. Sunday: before 9am and after 10pm". (<http://www.maroondah.vic.gov.au/NoiseComplaints.aspx>)

The property must be left clean with furniture in place and floors vacuumed. If using the kitchen, all kitchen equipment and utensils are to be cleaned and returned to their storage as found. The cost of any breakages shall be your responsibility. Refrigerator, stove, sinks, benches and floors shall be cleaned and left as found unless by prior arrangement.

All rubbish, including decorations, food scraps, empty bottles etc. shall be removed from the property on departure. If, for any reason, spillage marks cannot be readily removed and require professional services, the cost of these services shall be your responsibility.

Please complete and return the enclosed application form as soon as possible (see due date at the bottom of application).

Please return the completed forms together with payment four weeks prior to your function.

Applicant keeps this page

APPLICATION

NAME ___Max_____

TYPE OF FUNCTION _____

ORGANISATION (if applicable) _____

CONTACT PERSON _____ TEL NO. (W) _____

(H) _____

ADDRESS _____ (Mob) _____

EMAIL ADDRESS: _____

DATE _____ TIME _____

ROOMS REQUIRED _____

From _____ am/pm to _____ am/pm.

ATTENDANCE

Approximately how many people do you expect to attend your event? _____

If applicable, please provide the name of the Caterer _____

Caterer's Tel _____

AUDIO/VISUAL

Do you require a microphone or cd to be played? YES / NO

Do you require the use of a PowerPoint and video projector? YES / NO

ANY OTHER DETAILS

(overhead, whiteboards etc.)

Signature _____ Date _____

Return application to Ministry Centre by _____

Applicant returns this page to HBC