**Uniting Church in Australia - Margaret River Congregation**

60 Tingle Avenue

(PO Box 753)

Margaret River

Website: [Margaretriverunitingchurch.org.au](file:///H%3A%5Cmargaretriverunitingchurch.org.au)

 Email: Unitingchurch.mr@bigpond.com

 **Venue Booking and Indemnity Form**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Group (if on behalf of): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postal address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: (W) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (M) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose of booking:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have Liability Insurance (Yes/No )\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Approximate number of people attending: \_\_\_\_

Will there be an admission charge? \_\_\_ If yes, how much? $\_\_\_\_\_\_\_

Days requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time (daily):

Start \_\_\_\_\_\_\_ Finish \_\_\_\_\_\_\_

Room/s requested

* Kitchen
* Social room
* Meeting Room (Small)
* Auditorium Piano Heating Audio (Please circle)

**Costs:**

Costs below are a guide only. Prices given on application. Liability insurance costs @ $10 per day if required. Required Yes/No.

**Kitchen, Social Room or Meeting Room**

For building hire longer than a day, on a regular basis or more than one room, please complete the booking form for a price assessment. ½ cost for NFP organisation. Minimum hire is two hours.

Min 2 hours $60

Half day $120

Full day $250

**Auditorium**

Min 2 hours $100

Half day $180

Full day $250

**Piano**

$100.00 with pianist

**The hirer agrees to the following:**

To honour the suggested donation to the Uniting Church Margaret River.

To keep the premises in a clean, tidy and sanitary condition and not permit any act whereby the premises or any part of the premises may be damaged.

To always provide adequate supervision.

To refrain from displaying any advertising material without the express permission of the Uniting Church Margaret River.

To leave the premises and facilities in a clean and tidy condition at the conclusion of the function. (N.B. If this is not met, an $80 cleaning fee will be charged)

To ensure no alcohol is consumed on the premises without the permission of the Uniting Church Margaret River.

To obtain permission from Uniting Church Margaret River for the use of the audio system and/or piano. ***Under no circumstances is the piano to be moved.***

(N.B. If the person acting on behalf of a group changes or their personal details change, please email changes)

**Declaration (Individual)**

I undertake to be in attendance during the specified times. I will ensure all conditions defined with regards to the premises are complied with.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Declaration (Group)**

I confirm I am authorised to act on behalf of the above organisation and undertake to be in attendance during the specified times. I will ensure all conditions defined with regards to the premises are complied with.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please email completed form to unitingchurch.mr@bigpond.com and cc to

Elton5@bigpond.com ) Further information ring Mary 0429797767

Cost as quoted by Margaret River Uniting Church: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Payment by Direct Debit:**

 Margaret River Uniting Church BSB 016-520 Acc: 457247708

 Notation: Name & building use.