



BOOKING FORM – Margaret River Uniting Church

Name: _____ Organisation _____

Phone: _____ Email _____

Dates: _____ Day(s) _____

Start: _____ Finish _____

Expected Number of attendees: _____

Uniting Church Insurance Required @ \$10 per hire Yes No

If no, Indemnity Insurance Policy Number _____ (required)

Do you require an invoice: Yes No

I undertake to be present during the hire and ensure that the conditions listed are met.

Signed: _____

Name: _____

Room	Time required	Rate
Meeting Room Max 12 people, floor area 6m x 4m. Ceiling fans, portable heater, no aircon. 12 chairs, folding tables and whiteboard available	2 hr min ½ day (4 Hrs) Full day	\$25 \$40 \$70
Social Area Max 38 people Floor Area 8m x 6m access to enclosed courtyard and kitchen servery. Operable wall between main auditorium, Tile floor, sink, 38 chairs, 3 x large foldable table, 3 x small tables. Has ceiling fans and mobile heater if required.	2 hr min ½ day Full day	\$40 \$70 \$120
Auditorium Floor area 12m x 12m seating area. Max 100 people, no air con, ceiling fans, heating, 82 padded chairs, 38 extra plastic chairs, audio & big screen, microphones, lectern, trestle tables if required, carpet flooring, Baby grand piano.	2 hours ½ Day (4 hours) Full day	\$60 \$100 \$180
Use of Kitchen (non-commercial). Urns available, 6 burner gas stove, electric oven, dishwasher, fridge, kettle, microwave, coffee plunger pots. Crockery, cutlery, wine glasses for approx. 100.	Additional \$30 per hire	
Baby Grand piano practice	1 hr	\$15
Toilet facilities: 3 separate toilets with washbasin, one with Disability access		

For further details, other requests and enquiries please email margsuniting@gmail.com

or elton5@bigpond.com Mary: 0429797767

Terms and Conditions of Hire

Margaret River Uniting Church 60 Tingle Ave, Margaret River

- By using this space, user agrees to these conditions.
- All room usage must be approved by MRUCA and in line with MRUCA values.
- Unless otherwise arranged, to pay the agreed amount before use takes place by direct debit to Margaret River Uniting Church BSB 016-520 Acc 457247708.
Notation: Name & Building Use.
- A minimum of 24 hours cancellation must be given for full refund.
- MRUCA is a not-for-profit organisation and charges cover costs of cleaning, power, water, insurance, upkeep and maintenance.
- MRUCA needs to be notified if any damage occurs and MRUCA retains the right to claim for damage not covered by insurance.
- The user agrees to leaving the premises in a clean and tidy state or incur a cleaning fee of up to \$80.
- To provide adequate supervision.
- To obtain permission to display any promotional material at the premises.
Alcohol only if approved by UCA and appropriate licensing regulations are met.
- Piano is not to be moved without permission due to underfloor heating.
- Ensure that all lights etc are turned off and the premises secured on departure.
- These rates are an indication only and may be subject to change.