

Glen Waverley Uniting Church – Rental Rates guidelines from June 2023

**All ARE HOURLY RATES – except Worship Centre**

TIME	HALL (Note 3)		ROOMS 1, 2, 3,4 (Note 3)	
	Private or Community	Commercial	Private or Community	Commercial
MON-FRI – Existing New	40 / <b>10</b> 45 / <b>10</b>	60 / <b>20</b> 70 / <b>20</b>	30 / <b>10</b> 35 / <b>10</b>	50 / <b>20</b> 60 / <b>20</b>
SAT – Existing New	50 / <b>10</b> 55 / <b>10</b>	90 / <b>20</b> 95 / <b>20</b>	35 / <b>10</b> 40 / <b>10</b>	55 / <b>20</b> 60 / <b>20</b>

<b>Toilet Cleaning Levy applies = \$10/\$20</b>	<b>Room 3 Children’s Parties</b> <b>REQUIRED: Working with Children Check AND Public Liability Insurance (available via SYNOD)</b>
<b>TIME</b>	Private bookings only – if organised by a commercial party planner, hourly room rates apply.
<b>MON-FRI</b> Day only 3.00pm till 6.00pm	\$60 - includes \$10 Toilet Cleaning Levy flat rate charge for <u>up to 3 hours</u> . Includes use of playground
<b>SATURDAY</b> Day only 9.00pm till 6.00pm <b>(No Sunday Hiring)</b>	\$70 - includes \$15 Toilet Cleaning Levy flat rate charge <u>for each 2-3 hour block</u> Includes use of playground

**Commercial is defined as – Not a “not for Profit” organization (ATO)  
Proof may be requested. Political bookings are Commercial.**

EXTRA CHARGES	Private or Community	Commercial
Worship Area (Note 3) (Note 10) Includes pulpit microphone. Extra mics. \$10 each	<b>\$150 per hour</b> <b>(Weddings/Funerals – see separate list for details)</b>	\$300 per hour (All commercial requests must be approved by Property Chairperson and/or Church Council)
Stage modules	\$55 + assembly labour	\$65 + assembly labour
Kitchen	\$50	70 One-off \$75
<b>Toilet Cleaning Levy</b>	<b>\$50</b>	<b>\$100</b>
Fellowship/Foyer AREA	\$30	\$65
Video/TV	\$40	\$60
Audio in Hall @@ 1 Microphone–extra mic.\$10	\$30	\$40

**All hirers, including church groups, are required to thoroughly clean all rooms after use. If food is served, all tables and benches must be cleaned and sanitized, floors vacuumed or swept and in the case of the hall, the floor washed.**

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<b>WEDDINGS &amp; FUNERALS (Note 8)</b>	<b>Ministerial guidelines only</b>
Use of church (Note 1)	<b>\$350 / \$100</b>
GWUC member (Toilet Cleaning Levy only)	\$50
UCA (non-GWUC +Toilet cleaning Levy)	\$170
Rehearsal (up to 2 hours) (Note 5)	\$150
Rehearsal (up to 2 hours + sound steward) (Note 5)	\$180
Hall setup by family (up to 2 hours)	\$70
Organist	\$150
Steward	\$60
Flowers	\$150 per arrangement
Sound room operator	\$80 per hour
Live Stream required	\$70

### Additional Guidance Notes – (Some of these conditions also appear in the lease):

- Note 1. Extra charges as shown in Private/Community rates above apply for use of hall, kitchen, Playground, Foyer & Fellowship area.
- Note 2. Long term hirers - [eg yearly] - may be eligible for up to a 15% discount or up to a 20% if full hiring paid in advance – Office Manager discretion.
- Note 3. A bond of \$100 is payable to confirm a wedding, private non-church member function or major multi room function booking - fully refunded if premises left clean and undamaged. Booking will be cancelled if bond not paid.  
**Non-refundable if function cancelled within 2 weeks of the event.**
- Note 4. Hourly rates are for whole or part hours. Setup and clear down times of ½ hour each for Hall and Worship Area and ¼ hour each for Rooms are included.
- Note 5. \$50 per hour in excess of the two hours and if sound required additional \$50 p.h.
- Note 6. Toilet Cleaning levies are a fixed amount irrespective of length of hire.**
- Note 7. Additional costs will apply if Organist is required for soloist accompanying or rehearsals.
- Note 8. GWUC does not charge less for funerals if there is a Fixed Price arrangement between the Funeral Company and the deceased that does not cover these rates. The rates above are what GWUC are to receive. If a Fixed Price arrangement does not cover our costs, it is a matter for the family to resolve with the Funeral Company.
- Note 9. No parking places are included in these rental arrangements. Reserved parking is NOT automatically available and any special parking needs are to be approved and discussed with the Office Manager or Property Chairperson.  
 Guest Speaker reserved parking MUST be approved by the Office Manager.
- Note 10. All Audiovisual support for hirers is an additional cost. If an operator is required to attend the function, a full charge as listed above may be required. i.e. Probus / Weddings / Funerals/ meetings. Use of the Worship Centre data projector use is NOT generally included in the hire costs – at the discretion of Office Manager etc.
- Note 11. The property is a No Smoking, No Alcohol (including no Wine, Champagne or similar), No firearms or weapons allowed on the premises.
- Note 12. Office Manager / Property Chairperson are responsible for all Hire decisions and will refer only matters of conflict or other Faith Group requests to Church Council if required.

Preferred method of payment is by Direct Credit to our Bank Account:

**Account Name: Uniting Church Glen Waverley Parish**

**BSB: 033 052 Account #: 922198**

*Debit/Credit Card payment in the office may incur a transaction fee.*