

Glen Waverley Uniting Church – Rental Rates guidelines from January 2019

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	40	60	30	50
SATURDAY (Sunday – by negotiation but	50 facilities not usually hired	90 to external groups	35 on a Sunday)	55

Room 3 Children’s Parties *#*#*# Working with Children Checks applicable	
TIME	Private only – If it is organized by a commercial party planner – rates on application.
MON-FRI Day only 3.00pm till 6.00pm	\$50 flat rate charge for <u>up to 3 hours</u> . plus liability insurance charge if they do not have their own. Includes use of playground
SATURDAY Day only 9.00pm till 6.00pm	\$60 flat rate charge for <u>each 2-3 hour block</u> plus liability insurance charge if they do not have their own. 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) Session (Morn. Aft. Even.) Includes pulpit mics - Extra mics. \$10 each) @@ Use of Data Projector (\$30)	\$150 per hour (Flat Rate for weddings \$300 – does NOT include rehearsal time – see below) Note: 8	(Not normally hired to commercial groups – subject to application and purpose) \$300 Note: 8
Stage modules	\$55 + assembly labour	\$65 + assembly labour
Kitchen	40	70
Fellowship/Foyer AREA	30	60
Overhead projector (Hall, Rooms 1 – 4)	25	40
Video/TV (Room 1 unit) (Hall, Rooms 1 – 4)	35	50
Audio in Hall @@ 1 Microphone–extra mic.\$10	30	40

All hirers, including church groups, are required to clean all rooms after use. If food is served in any room cleaning is required and in particular the hall, where washing the floor is required. By prior arrangement the hall can be cleaned for a hirer at an additional \$50.

WEDDINGS & FUNERALS (Note 8)

Ministerial guidelines only

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Use of church **** Funerals for UCA members (any congregation) are flat \$100 for all areas used – property only.	\$300 per wedding or funeral (Notes 1) (Not applicable for members of parish – donation is welcome) Note: 8
Rehearsal Rehearsal (with sound operator) Hall setup by family Organist * Steward * Flowers * * Sound room operator (if requirements cannot be handled by church steward) * These are to be negotiated with the individual service providers.	\$100 (up to two hours) (Note 5) \$170 (up to two hours) (Note 5) \$70 (up to 2 hours) (Note 6) 130 per hour (Note 7) 60 per hour \$100 Funerals - \$150 Weddings \$70 per hour

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 monthly for a year] - may be eligible for up to a 15% discount or up to a 20% if full hiring paid in advance at the discretion of the Property Committee.

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.** 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. Excess setup or clear down times charged at relevant rates in ¼ hour increments.

Note 5. \$50 per hour in excess of the two hours and if sound required additional \$50 p.h.

Note 6. \$50 per hour in excess of the two hours.

Note 7. Additional amount to be agreed if Organist required for rehearsals. Attendance of a church steward, if required, is included in all hire rates unless otherwise stated.

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 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 hirer meetings is an additional \$30 per sessions. If an operator is required to attend the function, a full charge as above * may be required. i.e. Probus/Weddings/Funerals/ meetings. @@. Use of the Worship Centre data projector use is NOT included in Worship Centre hire costs.

Note 11. The property is a No Smoking, No Alcohol (including no Wine, Champagne or similar), No firearms or weapons facility. ******* See above WWCC apply**

Note 12. Office Manager / Property Chairperson are responsible for all Hire decisions and will refer only matters of conflict 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

Or Debit/credit Card payment in the office with a 1.9% card charge.