

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
<b>MON-FRI</b>	40 / <b>10</b>	60 / <b>20</b>	30 / <b>10</b>	50 / <b>20</b>
<b>SATURDAY</b>	50 / <b>10</b>	90 / <b>20</b>	35 / <b>10</b>	55 / <b>20</b>

**Toilet Cleaning Levy applies = \$10/\$20**

	<b>Room 3 Children's Parties</b> <b>***** Working with Children Checks applicable</b>
<b>TIME</b>	Private only – If it is organized by a commercial party planner – rates on application.
<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> . plus liability insurance charge if they do not have their own. Includes use of playground
<b>SATURDAY</b> Day only 9.00pm till 6.00pm <b>(No Sunday Hiring)</b>	\$70 - includes \$10 Toilet Cleaning Levy  flat rate charge <u>for 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.**

<b>EXTRA CHARGES</b>	Private or Community	Commercial
Worship Area (Note 3) Session (Morn. Aft. Even.) Includes pulpit mics - Extra mics. \$10 each) @@	<b>\$150 per hour</b> <b>(Flat Rate for weddings \$300 – does NOT include rehearsal time – see below) Note: 8</b>	(Not normally hired to commercial groups – subject to application and purpose) <b>\$300 Note: 8</b>
Stage modules	\$55 + assembly labour	\$65 + assembly labour
Kitchen	40	70
<b>Toilet Cleaning Levy applies</b>	<b>\$50</b>	<b>\$100</b>
Fellowship/Foyer AREA	30	60
Overhead Projector	25	40
Data Projector	30	40
Video/TV	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.**

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<b>WEDDINGS &amp; FUNERALS (Note 8)</b>	<b>Ministerial guidelines only</b>
Use of church <b>Funerals for UCA members (any congregation) are flat \$100/\$20 property only – stewards extra.</b>	<b>\$300 per wedding or funeral</b> (Notes 1) (Not applicable for members of parish – donation from members 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) * <i>These are to be negotiated with the individuals.</i>	\$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 <b>\$100 toilet cleaning levy applies for all non UCA members bookings</b>

### 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 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 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 \$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 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 has a 1.9% card charge

– if you think appropriate ask if they will pay it i.e. Non Members – but not mandatory.