



SOUTH PERTH CHURCH OF CHRIST INC

ABN:87 350 872 257

APPLICATION FOR USE OF FACILITIES

Name of Applicant: _____ Email: _____

Name of Organisation: _____

Address: _____ Post code: _____

Telephone Nos: Hm. _____ Bus. _____ Mob. _____

I/WE hereby make application to use the: (tick box)

- Main Auditorium** *Rates: \$360-00 per 3 hour period;
(Seats 300) + \$80-00 per hour thereafter;
- Area 2** (Including kitchen) *Rates: \$110-00 per 3 hour period;
(Seats 70) + \$24-00 per hour thereafter.
- Area 3** (Including kitchen) *Rates: \$70-00 per 3 hour period;
(Seats 50) + \$20-00 per hour thereafter.
- Auditorium & Area 2** *Rates: \$440-00 per 3 hour period;
(Including kitchen) + \$100-00 per hour thereafter;
- Community Hall (Gym)** *Rates: \$150-00 per 3 hour period;
(Including kitchen) + \$40-00 per hour thereafter;
- Hall Seminar Room** *Rates: \$80-00 per 3 hour period;
(Including kitchen) + \$24-00 per hour thereafter;
- Wedding (Incl Rehearsal)** *Rates: \$440-00 per 3 hour period;
+ \$100-00 per hour thereafter;

Sound & lighting equipment with an operator are included in any hire where the Main Auditorium is booked.
For bookings of other areas requiring sound add \$30/hour.

The South Perth Church of Christ Inc ("the Church") reserves to itself the right to negotiate rates other than those as specified, as the Church in its absolute discretion thinks fit.

Day: _____ Date: _____ Time: From _____ to _____

Facility Required: _____

Purpose of Use: _____

Set up required: No. of seats _____ No. of Tables _____

Any other furniture requirements? _____

Catering Arrangements: _____

AUDIO/VISUAL REQUIREMENTS:

N.B. In order for us to meet your Audio Visual needs, please indicate your specific requirements below.

INSTRUMENTATION

- Do you need to use any instruments belonging to SPCC? Yes No
If so, list any instrumentation being used (plus vocals) _____

- Are you bringing your own instruments? Yes No
If yes, list instruments _____

(NB: Audio/Visual Operator will determine your best set up)

- Do you need music stands? Yes No How many? _____
- Do you need a lectern? Yes No

PRESENTATION PREFERENCES

- Do you need microphone/s (speaking purposes only)? Yes No
If yes : (tick appropriate box below)

- Hand held (wireless) mic How many? _____
- Lapel mic How many? _____
- Headset mic How many? _____
- Mic on stand How many? _____ Where? _____

- Will you be using an Audio CD/DVD/Cassette/media clip? Yes No
What is it? _____

Is it on CD audio file on your computer cassette DVD

- Does your event need to be recorded? Yes No

VISUALS

- Do you need vision to be projected? Yes No
If yes : (tick appropriate box below)

- For a Power Point presentation (If this includes audio or video clips see notes below) Version & O/S: _____ Size (MB): _____
- For a DVD/Video presentation - it is on a disc computer file
 USB drive VCR DVD Standard: PAL NTSC
- Other Presentation (eg laptop) _____
- Projection required to Main Auditorium Foyer Area 2

STAGE LIGHTING

- Do you require stage lighting? Yes No
 (extra portable stage lights are available)

NOTES - POWER POINT PRESENTATION:

Please ensure your presentation is packaged for CD (Pack and Go).

Instructions to do this when in powerpoint are as follows :

File

Select Package for CD (Pack & Go)

Name it

Select Options

Tick - Power Point Viewer, Linked Files and Embedded True Type Fonts

Copy to folder

Choose a location to copy to

Select OK

Then copy that folder to your USB drive or CD that you are bringing with you.

PRE-EVENT CHECK

Agreed date/time for pre-event run through (if required): _____

What time do you want the Sound Operator here on the day of your event? _____

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Please Note:

The Church may refuse to consider any applications for the use of facilities, unless this form has been completed in full and returned to the Church no later than 30 days prior to the date of requiring the facilities.

*All payments are to be made to South Perth Church of Christ Inc. GST is included in the prices above.

I hereby acknowledge that I have read and understood the South Perth Church of Christ Inc Terms and Conditions for Use of Facilities on page 4 and agree to observe the same.

Name: _____ Date: _____

Signature: _____

OFFICE USE:

Date	Details	Name & Number	Time required	Arranged (Tick)
	Key issued			
	AV/House Mgr			
	Caterer			
	Set up			
	Rehearsal			

South Perth Church of Christ

Cnr Murray Street & McNabb Loop, Como WA 6152

Postal Address: PO Box 1075, Bentley DC 6983

SOUTH PERTH CHURCH OF CHRIST INC

TERMS AND CONDITIONS FOR USE OF FACILITIES

(PLEASE RETAIN FOR YOUR INFORMATION)

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| <p>i. Reference to the "Church" shall mean the South Perth Church of Christ Inc. ABN:87 350 872 257</p> <p>ii. Reference to the "Premises" shall mean all and any buildings and land situated on Certificate of Title Volume 1925 Folio 398 described as Canning Location 3298</p> <p>1. NO ALCOHOL is to be consumed on the Premises.</p> <p>2. NO SMOKING is permitted within the building and discouraged on the Premises.</p> <p>3. KEYS ARE TO BE RETURNED to the Church office, by 11:00 am on the next working day, following the day of use of the facilities.</p> <p>4. ALL PAYMENTS are to be made to the South Perth Church of Christ Inc.</p> <p>5. REFUSAL The Church, in its absolute discretion, reserves the right to refuse to use any facilities of the Church without assigning any reason for such refusal.</p> <p>6. CANCELLATION The Church reserves the right to cancel any bookings. Cancellations will only be taken in the event of extreme necessity. Notice of cancellation will be given at the earliest possible date and any money paid will be fully refunded.</p> <p>7. SEVERAL APPLICATIONS In the event of two or more applications being received for the use of any Church facilities at any one time and date, the Church, in its absolute discretion, will determine to which applicant the use of facilities shall be granted, if any.</p> <p>8. DEPOSIT A deposit of 25% of the charges shall be paid to confirm the booking and until payment of the deposit, bookings will not be confirmed. It is the responsibility of the Applicant to ensure that the deposit is paid when the Application for use of Facilities Form is returned to the Church.</p> <p>9. REFUNDS Should a function be cancelled by the Applicant, any deposit paid, at the absolute discretion of the Church, may be forfeited to the Church.</p> <p>10. DECORATIONS Permission from the Church must be given before any decorations, either internally or externally, are erected, or before any plant, furniture or fittings (e.g. piano) are removed. The driving of nails and screws or other such items, into any part of the building or fixtures and fittings, is strictly forbidden. All decorations must be removed at the expiration of the period of use.</p> | <p>11. LAW AND ORDER Behaviour, including language, befitting the basic standards for which the Church facilities were erected or provided, is required at all times. The Applicant shall ensure that the Applicant, its officers, servants, agents, invitees and guests, at all times, comply with the abovementioned standards and with the provisions of the Health Act, Criminal Code and any other Statutory enactment in force. No offensive impersonations or representations or anything likely to produce disturbances, riots or breaches of the peace shall be permitted on the Premises. If the Church, in its absolute discretion, believes that all necessary actions have not been taken to comply with the above requirements, the Church may, in its absolute discretion, prior to or during the term of use of the facilities, cancel the use of the facilities without any responsibility by the Church to the Applicant for any loss or damage incurred by the Applicant. The Applicant shall also forfeit the full amount of all and any charges paid and shall be responsible for the cost of repairing any damage to fixtures, fittings, furniture or the building.</p> <p>12. AUTHORISED ENTRY Any authorised representative of the Church shall, at any time be permitted free and uninhibited access and entry to any building on the Premises and the Premises, for the upholding of the conditions or for Church matters.</p> <p>13. BREAKDOWNS In the event of a breakdown in services, utilities or equipment no responsibility will be accepted by the Church, but every care and precaution will be taken in this regard.</p> <p>14. CLEANING & DAMAGE The facilities shall be left in a clean and tidy condition after use. All equipment and furniture used must be returned to the original locations or staff time will be charged to rectify the situation. All rubbish in excess of one Council bin full shall be removed from the site. Failure to observe this may result in the Applicant being charged for additional cleaning. The Applicant shall be required to make good any damage caused to the facilities (including furniture and equipment), howsoever caused, during the period of use.</p> <p>15. SECURITY All doors and windows must be fully secured when the facilities are vacated.</p> |
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