

VENUE HIRE FORM

SECTION A – General Information

Fees

Events that are hosted by New Heights Christian Church (NHCC) members and attendees but are not open as a whole church event will incur a \$100 booking fee.

Hire Rates

| Item | Cost |
|--------------------------------------|-------|
| Initial deposit | \$200 |
| Time | |
| Up to 2 hours | \$50 |
| Each additional hour or part thereof | \$25 |

Inclusions

- Tables and chairs to seat 120 people
- Refrigeration space
- Industrial kitchen including an industrial dishwasher
- Crockery, cutlery and glassware for approximately 120 people
- Air-conditioning
- A kitchen briefing if requested

Additional costs

| Item | Cost |
|---|-------------------------------|
| Industrial Kitchen For food or beverage preparation | \$100 |
| Dry cleaning of tablecloths | To be paid by hirer |
| Villa / Shed | \$20 per hour or part thereof |
| Sound and/or projector Only available if a member of NHCC is available to operate the equipment | \$50 |
| Grounds only | \$15 per hour or part thereof |

Conditions of Hire

- Hirers must remove any rubbish.
- Hirers must return all chairs and tables to where they were found unless otherwise instructed.
- The venue must be left in the condition it was found.
- If the venue requires cleaning after the event a \$100 fee will be charged.
- Venue must be vacated by midnight.
- All breakages and damage must be paid for in full.

Insurance

- Alcohol may not be consumed on NHCC premises unless the hirer is covered by their own insurance policy.
- NHCC events that are alcohol free are covered by our insurance policy if the hirer is a member of NHCC.
- If the hirer is *not* a member of NHCC, evidence of private insurance for the event on NHCC premises must be provided.
- Further information regarding these conditions can be obtained by contacting our Church by [email](mailto:admin@newheights.org.au).

Payment Details

BSB: 062-801

ACCOUNT NUMBER: 1025 6479

REFERENCE: Please include your name as the reference

SECTION B – Event Details

| | | | |
|------------------|--|----------------|--|
| Event date | | Event duration | |
| Purpose of event | | | |

SECTION C – Hirer details

| | |
|---------------|--|
| Name of hirer | |
| Phone | |
| Email address | |

SECTION D – Anticipated Costs

| Item | Cost |
|--|------|
| Booking fee (NHCC attendees only) | |
| Venue hire | |
| Industrial Kitchen | |
| Villa / Shed | |
| Sound and/or projector | |
| Name of NHCC member who will operate the equipment | |
| Grounds | |
| Anticipated total | |

SECTION E – Agreement

| | | | |
|---|--|------|--|
| My signature below indicates: | | | |
| <input checked="" type="checkbox"/> I have read and agree to the fees, hire rates, terms and conditions of hire as stated above | | | |
| <input checked="" type="checkbox"/> I have paid the initial deposit. | | | |
| Signature | | Date | |

Please email this completed form to admin@newheights.org.au.