



**St George's Anglican Church
Malvern**

Hall Hire Application for Business, Organisation or Personal Use

Details of Owner

Melbourne Anglican Trust Corporation and
St George's Anglican Church
296 Glenferrie Road
Malvern Vic 3144
Phone: 9822 3030 Email: office@stgeorgesmalvern.org
www.stgeorgesmalvern.org
ABN 25 010 800 682
Parish Representative: Mr Simon Dickie, Church Warden

Details of Hirer

Name of Business, Organisation or Private Individual:

.....

Address :

Suburb/Town:

Phone: Mobile:

Email:

Purpose of hire (please be specific):

.....

.....

Date/s proposed:

Time required (including set up. Please allow sufficient time for this):.....

Facilities requested (please tick appropriate boxes, toilet facilities are always available):

Meeting Room: Hall: Kitchen:

Equipment requested (e.g. chairs, tables, PA system etc.):

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Equipment intended to be used (PA System, this is an additional charge):

.....

Please return this completed form as soon as possible in order that your request may be considered by the Church. It is in your interests to be specific and prompt.

MEMORANDUM OF HIRE OF FACILITY – Two copies of this contract should be signed by the Hirer and counter-signed by the Church Wardens. One copy will be given to the Hirer and one retained by St George’s.

PUBLIC LIABILITY INSURANCE – St George’s requires proof of Public Liability Insurance from all Hirers. For non-commercial users, this can be provided for a fee through The Anglican Diocese of Melbourne.

THESE RATES SUBJECT TO THE CONDITIONS SET OUT IN THE MEMORANDUM OF HIRE OF FACILITY

BONDS WILL BE REFUNDED FOLLOWING A WRITTEN REPORT FROM THE CARETAKER

PLEASE NOTE: CLEANER AND CARETAKER WILL BE REQUIRED FOR ALL HIRINGS

IF THE FACILITY IS NOT VACATED BY CONTRACTED TIME, AN ADDITIONAL CHARGE OF MINIMUM TWO (2) HOURS WILL BE INCURRED AND DEDUCTED FROM BOND

		CASUAL	MONTHLY	WEEKLY
<u>HALL</u>	PER ½ DAY	\$192.50	\$140	\$126
	FULL DAY	\$385	\$280	\$252
Minimum of 4 hours for ½ day hire for the Hall plus \$50.00 per hour for every additional hour				
<u>MEETING ROOMS</u>	PER HOUR	\$40	\$36	\$32
	PER ½ DAY	\$154	\$126	\$112
	FULL DAY	\$308	\$252	\$224
<u>KITCHEN</u>	WITH HIRER’S CATERER			
	PER ½ DAY	\$200	\$200	\$200
TEA/COFFEE-MAKING FACILITIES ONLY				
\$50.00				
<u>FUNERAL:</u>	\$300.00			
ALL RATES INCLUDE GST				
BOND:	MEETING ROOMS:	\$150.00 (minimum)		
	HALL:	\$250.00 (minimum)		
INSURANCE:	To be provided and produced by Hirer or for Individual Hirer \$25.00 per day plus \$10.00 administration fee from The Anglican Diocese of Melbourne			
SET UP (IF REQUIRED)/CLEANING:	\$33.00 PER HOUR			
CARETAKER:	\$27.50 PER HOUR			
KIDDYGYM PACK UP AND RE-SET:	\$200.00 – For functions on Monday, Tuesday & Wednesday evenings			
HIRE OF PA SYSTEM:	\$30.00			

FREQUENTLY ASKED QUESTIONS

Q: How many people can be seated in the hall and meeting rooms?

A: **Hall** – There are chairs and tables to seat 100 people. Larger numbers can be accommodated for informal events. (If more than 100 chairs are required please arrange your own hire)

North Meeting Room has 4 trestle tables and 20 chairs and can seat 40.

South Meeting Room has 4 trestle tables and 40 chairs and can seat 80.

Tower Room has 2 trestle tables and 12 chairs.

If need be, more chairs and tables can be set up by St George's staff for a fee.

The meeting rooms have kitchenettes with tea and coffee making facilities.

Q: Can I set up tables, chairs etc. myself?

A: Yes, within the room only. Transportation from other areas by St George's staff, prior arrangement required. A minimum of one hour will be charged.

Q: Can I do my own cleaning?

A: For sanitary reasons, cleaning can only be done by St George's staff. A minimum of one hour will be charged.

Q: Can I come in before the event to decorate?

A: Yes, but the additional time will be charged.

No open candles are allowed and no adhesive on the walls.

Q: What catering facilities are there?

A: There is a full commercial kitchen. However, glassware, crockery etc. should be supplied by the hirer or your caterer.

Q: Are the facilities available on Sundays?

A: On Sunday mornings the facilities are not normally available, but it may be possible to use them in the afternoon and evening. On Sunday mornings the Tower and North rooms may be available.

Q: Is parking available?

A: Yes, there is on-site parking for 36 cars with on street parking also available.