

## St Stephen's Presbyterian Church, Surrey Hills

Donations for the use of the Church, Hall and Facilities 2014

### Non-Church Members

AU\$

#### **Weddings** (including Thursday evening rehearsal)

Main Church Building, including Church Officer and cleaning	750
Main Hall Complex and Kitchen, Kitchen Officer and cleaning	550
Audio Officer	100 pp
Meeting Room (additional if required)	100
All Day and Evening including set up and dismantle. 8am to 11pm	

#### **Funerals**

Main Church Building, including Church Officer and cleaning	550
Main Hall Complex and Kitchen, Kitchen Officer and cleaning	350
Audio Officer	100 pp
Meeting Room (additional if required)	100

#### **Meetings & Functions**

Main Hall Complex	\$40 p/hr (Min 2 hours)
Meeting Room	\$20 p/hr
Large Kitchen	\$25 p/hr
Small Kitchen	\$10 p/hour
Cleaning	as per type of function
Church Officer	\$100
Ongoing regular Hall booking	\$40 p/hr (Min 2 hours)

**BOND** (refundable) \$300

**Payment in advance** is necessary to hold the date and the time.

## St Stephen's Presbyterian Church, Surrey Hills

Donations for the use of the Church, Hall and Facilities 2014

### Church Members and Regular Attenders

AU\$

#### **Weddings** (including Thursday evening rehearsal)

Main Church Building, Church Officer and cleaning	150
Main Hall Complex and Kitchen, Kitchen Officer and cleaning	150
Audio Officer	100 pp
Meeting Room	-
Pay the cost of emptying of large bin	

#### **Funerals**

Main Church Building, Main Hall Complex and Kitchen, Kitchen Officer and cleaning	150
Audio Officer	100 pp
Meeting Room (additional if required)	-

#### **Meetings & Social Functions**

Main Hall Complex and Kitchen (Large), Kitchen Officer - Does not include cleaning (refer to Note 14)	**\$20 p/hr (Max \$150)
Meeting Room with Kitchen (Small)	\$10 p/hr
Meeting Room with Kitchen (Large), Kitchen Officer	\$15 p/hr
Church Officer	\$100

\*\*Can be waived, subject to approval

## St Stephen's Presbyterian Church, Surrey Hills

Donations for the use of the Church, Hall and Facilities 2014

### Notes

1. Bond - \$300.00
2. Minimum hire for 2 hours
3. Flowers – Clients to make own arrangements. Advice required as to whether the flowers will be left in the Church/Main Hall or removed after the function. Speak to Lyndell Parker about flowers at 0422 247 490.
4. No food is supplied by the church.
5. Use of Main Hall Complex and Kitchen will be supervised by a Church Officer.
6. The facilities are only suitable for up to 200 people. The number of guests anticipated needs to be advised. The Meeting Room can only accommodate up to 50 people.
7. No alcohol permitted on the premises.
8. Church fees for Minister and Organist to be arranged separately.
9. Clients to provide own linen.
10. Cover cost of broken crockery and glass replacement.
11. Clients can provide own cutlery, crockeries and glasses.
12. Return all chairs and tables to where they belong at end of function
13. No confetti, dried flower petals, etc to be thrown on Church property
14. **If doing own cleaning, it will have to pass inspection.**
15. Non Church Congregation clients to provide copy of Public Liability Insurance Policy.
16. The Church has priority over any booking if facilities are needed.
17. The Church has the right to revoke any booking if the above conditions are not met or the property is not treated with due respect.
18. Cheques to be made payable to **St Stephen's Presbyterian Church** or EFT online payment can be made to **BSB: 033039 Account no: 307254** (payment description "Hall Donation"). Email [treasurer@shp.org.au](mailto:treasurer@shp.org.au) with your name and date of use of facilities.
19. \*\* Some fees can be waived, subject to approval.