

West Preston Baptist Church

Location: corner Gilbert Rd & Cramer St, West Preston.

Postal Address: 108A Cramer St, West Preston 3072

FACILITIES HIRE @ WEST PRESTON BAPTIST CHURCH

Thank you for your enquiry about hall hire at West Preston Baptist Church. The church offers good quality, well equipped hall and meeting rooms for hire, for purposes such as meetings, workshops and birthday parties for preschool children. There is a well equipped kitchen with instant hot water, microwave, fridge and large oven & hotplates. There is also an outdoor play area with a sandpit. There are 6 small children's tables, 20 chairs for children, 55 chairs for adults and 6 trestle tables.

The hall is available for casual or regular hire for:

- ✓ Children's parties, **for preschool children only**. We do not hire the hall for parties for older children or teenagers.
- ✓ community groups (for example, craft or gentle exercise group)
- ✓ Playgroups – we love hosting playgroups, and special arrangements apply. speak to the Hall Hire coordinator for more details
- ✓ small groups or companies (for example, Thermomix parties, MiniMaestros) – speak to the Hall Hire coordinator for information about rates.

Maximum **CAPACITY OF EACH ROOM:**

| Room | seated | Standing/ mingling |
|------------------------------|-------------------------|--------------------|
| 1 st meeting room | 8 people | - |
| 2 nd meeting room | 12 people | - |
| Hall | 50 people around tables | 80 people |

Current **HALL HIRE RATES.**

| | Hall hire rates (per hour) |
|--|--|
| Non profit rate (<i>e.g community organisation meetings</i>) | \$12.00 |
| Private hire/ party rate | \$120 for 3 hours (min. hire period), with additional hours charged at \$28 per hour |
| BOND | \$100 refundable after the function provided the hall hire conditions have been fulfilled. |

It is essential that Facility Hirers have **LIABILITY INSURANCE** to protect themselves in the event of an accident. Coverage may be available under the Hirer's existing policy or may be arranged by them with their own Insurance Broker. However, for **private family functions** (birthdays, anniversaries, engagements, weddings and similar private events) that are held at the Church's facilities, this can be covered under the Church's existing liability policy, by completing an application form. There is no additional charge for liability insurance under this arrangement.

Contact the **HALL HIRE COORDINATOR** Tony Williams for more information, on 0419 178 039, or by email tonyeliz@optusnet.com.au.

The **FACILITY HIRE LICENSE AGREEMENT** including HALL HIRE CONDITIONS OF USE lists the full terms and conditions.