



North Turrumurra
Church of Christ
Live Learn Love

BOOKING FORM

Thank you for your enquiry regarding the use of our facilities. Detail of conditions and charges are set out below.

If you wish to proceed to hire you should do so as soon as possible, but certainly within seven (7) days of first enquiry.

We cannot confirm your booking until:

- Hire fee (including GST) is received;
- Bond is paid & Deposit for key (if required);
- Insurance cover is paid or Certificate of Currency for your Public Liability insurance is sighted;

PLEASE PRINT CLEARLY

Name of organisation: _____

Contact person or organiser: _____

Address: _____

Phone: (02) _____

Mobile _____

Email: _____

Date(s) of function usage: _____

Start and finish time(s): _____

Anticipated number attending: _____

Areas of facility required:

(1) _____

(2) _____

(3) _____

Additional equipment required, e.g Screen, Data projector, sound system
(Extra \$5/h)

(1) _____

(2) _____

(3) _____

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Please briefly indicate the purpose of the hire of our facility:

PLEASE NOTE

- **The cost of any damages or losses will be deducted from your bond.**
- **You must only use the facility or areas indicated for you stated purpose.**
- **Hire may be cancelled due to emergency need of the church facilities, e.g. for a funeral.**
- **Key bond is \$20. When key is returned your \$20 will be returned.**

Your signature below indicated you understand and agree to the list of *Hiring Responsibilities* for clean up and pack up.

Signature _____

Date _____

Please return this form and accompany documentation to:

**Office Administrator – First floor
217 Bobbin Head Road, North Turramurra, 2074**

OFFICE USE ONLY

Confirmation of Insurance	<input type="checkbox"/> Yes <input type="checkbox"/> No
Amount of Bond Paid	\$100.00
Amount of Bond Refunded	\$
Amount of Key Bond Paid	\$20.00
Amount of Key Bond Refunded	\$
If Bond refunded differs from Bond Paid, please indicate reasons for difference	
Responsibilities for Cleanup/ Pack-up signed	<input type="checkbox"/> Yes <input type="checkbox"/> No
Additional Information/ Comments	
Times Confirmed	<input type="checkbox"/> Yes <input type="checkbox"/> No

Hiring Responsibilities

After use of the hall:

Leave the hall the way you found it by making sure:

- Replacing anything you removed
- Chairs are stacked against the wall
- Tables are returned
- Windows are closed
- Floor is vacuumed
- Any stains?
Yes,
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After use of the kitchen:

- Wipe down kitchen benches and any other surfaces that were used
- Put away crockery, cutlery and any other items used
- Sweep the floor
- Mop the floor
- Place garbage in the outdoor bins (located outdoors to the left of the rear kitchen exit) and put a replacement liner in the bin

After use of the PA and data projector:

- Turn off sound equipment and other as per instructions on the sound desk
- Turn off switch on the wall to the right of the sound desk
- Replace cover

After use of the stage:

- Replace all equipment that was originally there
- Vacuum the floor
- Close and lock the folding doors

After use of the upstairs rooms:

- Wash up and leave kitchen tidy
- Replace all equipment that was used and moved
- Vacuum the floor
- Close and lock all doors

After use of the chapel:

- Replace all equipment that was used and moved
- Close and lock all doors and windows