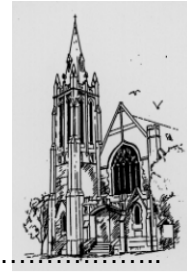




**Uniting Church Australia**  
**St John's Congregation**  
**Essendon**



GROUP .....

CONTACT PERSON/S.....

TELEPHONE .....MOBILE.....

ADDRESS.....

EMAIL.....

We, the above require: (Circle please)

CHURCH SUNDAY SCHOOL HALL MEETING ROOM BASKETBALL HALL EVAN RICHARDS ROOM

TIME and DATES .....

FROM .....TO.....

EXCLUDING .....

Please return to: Anne Blacker  
St John's Uniting Church  
851 Mount Alexander Road, Essendon 3040.  
Telephone: (03) 9370 9263  
Email: [office@stjohnsessendon.org.au](mailto:office@stjohnsessendon.org.au)

**Please note:**

**St John's Uniting Church cannot give exclusive right to occupancy to any of its buildings and in the event of unforeseen circumstances where the Church requires the use of the building itself, reserves the right to cancel any bookings without notice.**

- \$200 security bond taken for new bookings refundable on return of key, subject to additional conditions.
- Hall fees \$22 per hour plus GST = \$24.20.
- Meeting Room and Evan Richards Room Fees \$15 per hour plus GST = \$16.50.
- Hall/kitchen for wedding reception/afternoon tea \$44 per hour plus Public Liability Cover \$55
- All rooms to be left clean and tidy, lights and heaters to be turned off and hall doors locked.
- All bookings to be paid on 30 days from invoice or by agreement the end of each school term.
- No alcohol or smoking permitted on church property.
- Minimum 24 hours notice for cancellation, otherwise full fee will be paid.
- Damage to property your responsibility.
- A copy of your Public Liability Insurance to be submitted with this application.

We agree to abide by the rules and regulations of the Church Council. (See over for additional conditions)

Signed

.....  
(Sign this page and overleaf)

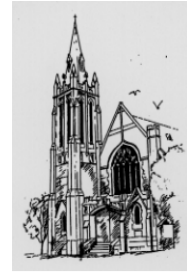
**PO Box 210, Essendon 3040**  
851 Mt Alexander Road Essendon 3040 (corner Buckley St)  
Telephone: (03) 9370 9263  
Email: [office@stjohnsessendon.org.au](mailto:office@stjohnsessendon.org.au)  
**ABN 25 037 356 386**



# Uniting Church Australia

## St John's Congregation

### Essendon



#### Additional Conditions:

- The church may at its discretion refuse to accept for hire any church facility.
- All instructions issued by Church staff are to be adhered to at all times.
- The security bond shall be held as security against damage and cleanliness to/of the buildings, furniture or accessories, and as a guarantee for the fulfilment of the conditions herein contained.
- If the facility is left in an unclean condition or damage is caused by the hirer, the Church retains the right to withhold part or all of the security bond towards any costs and if required, the hirer will be charged for any amount in excess of the security bond.
- In addition, the security bond may also be forfeited to the Church should the hirer not comply with all the other conditions hereof, but without prejudice to any right of action by the Church against the hirer for any breach hereof.
- The Church shall not be liable for any injury suffered at any function, nor for any loss or damage sustained by the hirer or any person, firm or corporation entrusting to or supplying any article or thing to the hirer by reason of such article or thing being lost, damaged or stolen. The hirer hereby indemnifies the Church against any claim by any such person, firm or corporation in respect of any such claim.
- The hirer is to collect and return the key to the Church office. Arrangement for collection and return of the key is to be organised with the Church office. Under no circumstances will the key be handed out prior to receipt of the full security bond. The key must be collected during Church office hours, 9am to 12pm, Tuesday to Friday.
- The key is not to be given or loaned to any other party under any circumstances without the expressed permission of St John's Uniting Church, Essendon.
- The permissible noise levels shall comply with the relevant requirements of the Environment Protection Policy. The hirer is to ensure that use of the facilities does not cause any disturbance to the peace and quiet of the neighbourhood and shall request guests to leave the premises in a quiet and orderly manner.
- All music must cease no later than 12 midnight and the facilities are to be cleaned and vacated by no later than 1.00am.
- The hirer must take ALL rubbish away from the premises. The church rubbish bins must not be used for this purpose. Any use of the church rubbish bins will result in forfeit of the security bond.
- Parking is usually available in the church grounds at most times however, it is neither a right, nor a guarantee.
- The **Reserved** and **Keep Clear** areas must not be parked in under any circumstances.
- The **Disabled** areas can only be parked in by people displaying disabled stickers.
- If all the available spaces are used up, parking must be found in the street.
- Parking is only provided for the duration of the use of the halls or church. It is not for people to go off premises, unless by prior arrangement with the Church office.

We agree to abide by the rules and regulations of the Church Council.

Signed

.....  
(sign this page and overleaf)

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