

Tecoma Uniting Church (TUC) Initial Hire Enquiry Form

Thank you for enquiring about using our facilities at Tecoma Uniting Church.

Please refer to the website for Hall Hire information about spaces available, capacities and equipment for hire. http://www.tecomauc.org.au/?page_id=62 Under heading Facilities for Hire

Please Return Form to Kellie Grattidge, Office Manager

Email: office@tecomauc.org.au

Please feel free to contact us if you require any further information on above email.

Phone Mondays & Fridays 9am to 1pm (03) 9754 2177

In an Emergency contact Kellie on 0438 881 985

Steps to take when booking one of our facilities:

1. Complete this initial enquiry form

Once its confirmed a hire date is available

2. Send a Certificate of Currency of Public Liability Insurance with a minimum limit of liability of \$20,000,000 from your insurer noting 'The Uniting Church in Australia Property Trust (Victoria & Tasmania)' as an Interested Party prior to your event.

If you do not have your own Public Liability Insurance you can apply to UCA for Uniting Church Insurance cover. Please request application form through the office at office@tecomauc.org.au

(Please allow a minimum of 5 business days before the event for the insurance application form to be processed. This insurance is not intended for ongoing or recurring activities e.g. weekly, fortnightly. It's for Not for Profit events that occur a maximum of 15 days per year).

3. Complete Hirer Agreement form which includes: Fee, Payment Details, Conditions of Use Read through the Facility Use Agreement
4. Ensure you receive acknowledgement email from us within 7 days to confirm your booking

Organization name &/or Contact Person	
Contact Person Details	Email: Postal Address: Telephone: Business Hours: Mobile:
Date/Time of event	Date: Start Time: Finish Time:
Alternative dates/times (inc. setup & pack up time)	Date: Start Time: Finish Time:
	Date: Start Time: Finish Time:
Set Up Date and time (If different from booking date)	Date: Start Time: Finish Time:
Type of Event (We don't provide space for parties or events with alcohol)	
Number of Attendees (if open to public please give rough estimate)	
Fee being charged for participants/attendees	
Room/s required (Please circle) Capacities provided	Chapel/Sanctuary (100- 120) Hall (100-150) Meeting Room (20-30) More possible if mingling Meditation Room (15) Kitchen
Specific Equipment or other requests (Please refer to website for equipment available)	
Will food be provided	Yes / No (Please Circle) If Yes, who will be providing the food and drink? (Commercial caterers need to provide their own Public Liability Insurance) Organisations and/or individuals using the kitchen facilities must comply with "Safe Food Handling Techniques" It is the duty of the individual or organisation to have their own Food Safety Plan

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Alcohol consumption	No alcoholic beverage to be consumed or brought to the Facility except by special consideration in writing from TUC.
Insurance Company & Policy Number/ Uniting Church Insurance	Own / Synod (Please Circle) If own Insurance: Company: Policy Number: If a hire date is available and you require Uniting Church Insurance please request application form via office@tecomauc.org.au
Church Member	Yes / No (Please circle)
Are Children involved with your event	All Hirers are responsible for ensuring each person who works with children has a current Working with Children Check and we will need to be provided with copies of this.
Have you booked with us before?	Yes / No (Please circle) If Yes, Date Booked: Function: