



**St George's Anglican Church
Malvern**

296 Glenferrie Road, Malvern Vic 3144

office@stgeorgesmalvern.org

www.stgeorgesmalvern.org

ABN 25 020 800 682

T 61 3 9822 3030

Hall Hire Application for Business, Organisation or Personal Use

Details of Owner

Melbourne Anglican Trust Corporation and
St George's Anglican Church
296 Glenferrie Road
Malvern Vic 3144
Phone: 9822 3030 Email: office@stgeorgesmalvern.org
Parish Representative: Mr Simon Dickie, Church Warden

Details of Hirer

Name of Business, Organisation or Private Individual:

Address :

Suburb/Town:

Phone: Mobile:

Email:

Purpose of hire (please be specific):

Date/s proposed:

Time required (including set up and cleaning):

Facilities requested (please tick appropriate boxes, toilet facilities are always available):

Meeting Room: Hall: Kitchen:

Equipment requested (e.g. chairs, tables, PA system etc.):

Equipment intended to be used (e.g. Music/PA system):

Please return this completed form as soon as possible in order that your request may be considered by the Church. It is in your interests to be specific and prompt.

MEMORANDUM OF HIRE OF FACILITY – Two copies of this contract will need to be signed by the Hirer and will be counter-signed by the Church Wardens. One copy will be given to the Hirer and one kept by St George’s.

PUBLIC LIABILITY INSURANCE – St George’s requires proof of Public Liability Insurance from all Hirers. For non-commercial users, this can be provided for a fee through The Anglican Diocese of Melbourne.

THESE RATES SUBJECT TO THE CONDITIONS SET OUT IN THE MEMORANDUM OF HIRE OF FACILITY

BONDS WILL BE REFUNDED FOLLOWING A WRITTEN REPORT FROM THE CARETAKER

PLEASE NOTE: CARETAKER WILL BE REQUIRED FOR ALL HIRINGS

		CASUAL	MONTHLY	WEEKLY
<u>HALL</u>	PER ½ DAY	\$192.50	\$140	\$126
	FULL DAY	\$385	\$280	\$252
Minimum of 4 hours for ½ day hire for the Hall plus \$50.00 per hour for every additional hour				
<u>MEETING ROOMS</u>	PER HOUR	\$40	\$36	\$32
	PER ½ DAY	\$154	\$126	\$112
	FULL DAY	\$308	\$252	\$224
<u>KITCHEN</u>	WITH HIRER’S CATERER			
	PER ½ DAY	\$200	\$200	\$200
TEA/COFFEE-MAKING FACILITIES ONLY				
\$50.00				
<u>FUNERAL:</u>	\$220.00			
ALL RATES INCLUDE GST				
BOND:	MEETING ROOMS:	\$150.00 (minimum)		
	HALL:	\$250.00 (minimum)		
INSURANCE:	To be provided and produced by Hirer or for Individual Hirer \$25.00 per day plus \$10.00 administration fee from The Anglican Diocese of Melbourne			
SET UP/CLEANING:	\$30.00 PER HOUR			
CARETAKER:	\$25.00 PER HOUR			
KIDDYGYM PACK UP AND RE-SET:	\$200.00			
PA SYSTEM:	\$30.00			

FREQUENTLY ASKED QUESTIONS

How many people can be seated in the hall and meeting rooms?

There are chairs and tables to seat 100 people in the Hall. Larger numbers can be accommodated for informal events.

The North meeting Room has 4 trestle tables and 20 chairs

The South Meeting Room has 4 trestle tables and 40 chairs

The Tower Room has 2 trestle tables and 12 chairs.

If need be, more chairs and tables can be set up.

Can I set up tables, chairs etc. myself? No. This will be done by St George's staff. A minimum of one hour will be charged.

Can I come in before the event to decorate etc.? If you wish to do this you will be required to pay for this additional time as the facility will not be available to other prospective users.

Can I clean the facility myself? Yes, but it must be left as you found it and will be checked by the caretaker who will submit a report before refund of bond can be approved.

What catering facilities are there? There is a full commercial kitchen. However, glassware, crockery etc. should be supplied by the hirer or their caterer. If tea and coffee only is to be served in the Hall, cups etc may be used.

The meeting rooms have kitchenettes with tea and coffee making facilities.

Are the facilities available on Sundays? The facilities are never available on Sunday morning but it may be possible to use them in the afternoon and evening. Please note that there is a small service at 5pm.

Is parking available? Yes, there is on site parking for 36 cars with on street parking also available in the vicinity.