



St George's Anglican Church

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
Tel: 9822 3030
Email: office@stgeorgesmalvern.org
www.stgeorgesmalvern.org
ABN 25 010 800 682

Parish Representative: Ravi Renjen

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 pack up. Please allow sufficient time for this):.....

Facilities requested - please tick appropriate box, (Toilet facilities are available)

Meeting Room:

Hall:

Kitchen:

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

.....

Additional charges for use of PA system:

Please return this completed form as soon as possible to ensure your request is considered by the Warden. Include all relevant information to assist in processing this application.

MEMORANDUM OF HIRE OF FACILITY – Two copies of this contract should be signed by the Hirer and counter-signed by the Church Wardens. One copy will be given to the Hirer and one retained 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 ARE SUBJECT TO THE CONDITIONS SET OUT IN THE MEMORANDUM OF HIRE OF FACILITY

THE BOND WILL BE RETURNED AFTER THE CARETAKERS REPORT

PLEASE NOTE: A CLEANER WILL BE REQUIRED FOR ALL HIRES

IF THE FACILITY IS NOT VACATED BY THE CONTRACTED TIME, AN ADDITIONAL CHARGE OF MINIMUM TWO (2) HOURS WILL BE INCURRED AND DEDUCTED FROM BOND.

HALL	HALF DAY	\$200
	FULL DAY	\$350

Minimum of 4 hours for half day hire for the Hall plus \$50 per hour for every additional hour

KITCHEN	HALF DAY	\$250
	FULL DAY	\$375

MEETING ROOMS (North, South, Tower)	PER HOUR	\$50
	HALF DAY	\$175
	FULL DAY	\$300

MEETING ROOM (Meditation)	HALF DAY	\$75
	FULL DAY	\$125

TEA/COFFEE MAKING FACILITIES ONLY \$50

ALL RATES INCLUDE GST

BOND (Refundable)

MEETING ROOMS	\$150
HALL	\$250

INSURANCE - To be provided and produced by

- the Hirer or
- for the Individual Hirer \$25 per day plus \$10 administration fee from The Anglican Diocese of Melbourne

SET UP (IF REQUIRED) / CLEANING \$45 per hour

CARETAKER \$45 per hour

HIRE OF PROJECTOR OR PA SYSTEM \$50

FREQUENTLY ASKED QUESTIONS

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

A: **Hall** – There are chairs and tables to seat 150 people in theatre style or 100 people for a sit-down meal. Larger numbers can be accommodated for informal events.

North Meeting Room has 4 trestle tables and 20 chairs and can seat up to 20 people in theatre style or boardroom set up.

South Meeting Room has 4 trestle tables and 40 chairs and can seat up to 40 people in theatre style or 20 people in a boardroom set up.

Tower Room has 2 trestle tables and 12 chairs and can seat 20 people in theatre style or up to 15 people in a boardroom set up.

Meditation Room has 2-4 chairs and can seat 2-4 persons.

Please arrange your own movers, if more than 100 chairs are required. If additional tables and chairs are required, St George's staff can set them up for a fee.

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

Q: Can I set up tables, chairs etc. myself?

A: Yes, within the room only. Transportation of furniture from other areas can be done by St George's staff only and prior arrangement is required. Setup fee at a minimum of one hour will be charged.

Q: Can I do my own cleaning?

A: For sanitary reasons, cleaning can only be done by St George's staff. A minimum of one hour will be charged.

Q: Can I come in before the event to decorate?

A: Yes, but the additional time will be charged.

No open flames/candles are allowed and no adhesive on the walls.

Q: What catering facilities are there?

A: There is a full commercial kitchen. However, glassware, crockery etc. should be supplied by the hirer or your caterer.

Q: Are the facilities available on Sundays?

A: On Sunday mornings the facilities are not normally available, but it may be possible to use them in the afternoon and evening. On Sunday mornings, the Tower and North rooms may be available.

Q: Is parking available?

A: Yes, there is on-site parking for 36 cars with on street parking also available.