



THE SCOTS' CHURCH MELBOURNE

1/156 COLLINS ST. MELBOURNE, VICTORIA, 3000
03 9650 9903
E: VENUEHIRE@SCOTSCHURCH.COM
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BOOKING REQUEST FORM

Assembly Hall - 156 Collins Street

Werner Brodbeck Hall | Rate: \$990.00

Robert White Hall | Rate: \$600.00

Robert White Meeting Rooms | Rate: \$350.00

Price is for all three rooms. Individual rooms available on request.

Sunday School Room | Rate: \$120.00

150 Collins Street (Westpac Building)

Function Room | Rate: \$1080.00

Corner Collins/Russell Street

The Scots' Church (Kirk) | Rate: price on application

Other

| Rate: price on application

Applicant (Organisation Name):	
Purpose of Usage:	
Booking Date:	
Time From/To:	
Number of Guests:	
Contact Person:	
Phone:	
Email:	
Address:	

INSERT YOUR OWN SIGNATURE OR USE "E-SIGN - FILL&SIGN YOURSELF" FROM ADOBE MENU

Signed:

Date:

PLEASE TICK TO CONFIRM THAT YOU HAVE READ AND SIGNED THE SECOND PAGE OF THIS BOOKING FORM

PLEASE TICK TO CONFIRM THAT YOU HAVE ATTACHED YOUR LATEST PUBLIC LIABILITY CERTIFICATE ALONGSIDE THIS FORM

OFFICE USE ONLY



ADDITIONAL INFORMATION

- Hours of use: All prices are a daily rate based on a standard booking period from 9am-5pm, Monday– Friday. For bookings after office hours, additional costs are:
 - Security: \$70 per hour for 4 hours minimum.
 - Building Officer: \$49 per hour for 4 hours minimum.
- 50% Discount applies to Christian Ministry and Schools*
- All prices include GST. Prices are correct at the time of printing, but are subject to change.
- Seating will be supplied based on “Number of Guests” indicated. Any additional information/instructions (i.e. seating arrangements, use of Kitchen) must be in the “Notes” below or subsequently in writing. This is to avoid the confusion that sometimes arises from verbal instructions.
- Charitable, benevolent and other organisations approved by The Scots’ Church are welcome to use the meeting facilities of the church, provided advance booking is made and the property is used within the guidelines drawn up by the Church for the use of its property.
- Children must always remain under adult supervision; it is the responsibility of the organisation hiring the hall to ensure this happens.
- Our Organisation will adhere to the law of Victoria in regard to child safety.
- Users are asked to respect the fact that the property is a valuable asset and much of it is of historical significance. Any damage to the church property or premises will result in the hirer being responsible for the cost of repairs.
- Personal and corporate property may only be brought on to the Churches premises at the risk of the owner and no responsibility will be accepted for injury to persons however caused.
- It is necessary to ensure that adequate public liability insurance cover is held by organisations which use the property Applicants must provide a copy of Certificate of Currency with this application with “The Scots’ Church Melbourne” noted as an interested party on the Certificate.
- Organisations may not conduct any form of raffle, gambling activity or bingo.
- There will be no smoking, consumption of alcohol or use drugs of addiction on the premises.
- The church reserves the right to refuse to accept any application for the use of its premises, to cancel any booking or to deny entry to any person where considered appropriate.
- Persons using the church property are asked to keep stairways and doorways clear at all times, and, in the case of an emergency to follow the instructions of an authorised church officer.
- Publicity that may be considered to associate the Church with any function is to be authorised prior to being circulated. All publicity should refer to 156 Collins Street venues as “The Assembly Hall Building”.

*:BOOKING FEE ONLY, CONDITIONS APPLY

SIGNED ON BEHALF OF APPLICANT

INSERT YOUR OWN SIGNATURE OR USE "E-SIGN - FILL&SIGN YOURSELF" FROM ADOBE MENU

Signed:

Date:

NOTES: