

# ROOM BOOKINGS CONDITIONS AND ACCEPTANCE

1. No Alcohol to be consumed on premises.
2. **SET-UP** – booking hours MUST include the time for set-up and pack-down. Please note that any fixing to the walls are **NOT** allowed e.g. sticky tape, blue tac, nails, etc.
3. **TECHNICAL SUPPORT/SOUND SYSTEM** use must be provided by an approved Kalamunda Church of Christ sound operator at a rate of \$50 per hour.
4. Use of the **AUDITORIUM** equipment – must be discussed and clarified at booking stage. If there is a need to move stage equipment e.g. a piano, then retuning is charged to the hirer.
5. **BAND/MUSIC** - if loud music is to be played during the event or there is outside play activity that could disturb neighbours, the hirer is required to notify the neighbours 7 days prior to the event. Music volume must be reduced after 9.30 pm in consideration of our local community.
6. **OPENING/LOCK UP**
  - **BUILDING 1- WORSHIP CENTRE** bookings – Kalamunda Church of Christ Venue Manager MUST open and lock up; Venue Manager will be available either on site or by mobile phone for the duration of the booking.
  - **BUILDING 2 – FUNCTION CENTRE** bookings – hirer to collect and drop off keys by arrangement.
7. The venues must be returned to the pre-booking layout and condition – layout maps are available on the walls of each building.
8. **CLEANING** of hired rooms is the responsibility of the hirer. *If this is not fulfilled satisfactorily then the hirer to reimburse cleaning costs.* There is a vacuum cleaner, mop and bucket that can be used

**Foyer:** All tables and chairs must be returned to the designated area.

**Kitchen:** Must be left clean and tidy. All rubbish bags to be placed outside by the skip bin. Benches and floors to be wiped down and no food scraps to be left overnight.
9. **BOOKING FORM** to be completed and submitted **online**.
10. **ROOM BOOKINGS CONDITIONS and ACCEPTANCE**

Please check the box on the booking form to indicate that you understand and agree
11. **PAYMENT** is made on issuing of invoice. We accept VISA, cash, online transfer or cheque payable to Kalamunda Church of Christ.