

## Kalamunda Church of Christ Function Spaces

Looking for a function space to suit 20-450 people? We may have the right space for you. Kalamunda Church of Christ can accommodate up to 450 people for conference groups or seminars, small meetings, community group activities, significant life events (weddings or funerals) or social events including concerts or Christian-based religious services.

Function Space*	Capacity
Main Auditorium (Church)	430 seated conference style
Minor Auditorium (Function Centre)	200 seated conference style
Mezzanine	120 standing
Foyer	160 standing
Activity room (Function Centre)	15 seated boardroom style

\*Kitchen amenities are available for all event spaces. Large carpark onsite with disabled bays.

### Event Space Details

#### Main Auditorium – capacity 430

A large hall suited to meeting, seminars, concerts, banquets, weddings or funerals.

Room features:

- Air conditioner/heater
- Carpeted floor
- 300 upholstered chairs
- Raised stage with lighting
- Sound booth with audio/visual equipment (additional charge for in-house support)
- Keyboard and drums
- Baby change & disabled toilet
- Feeding room
- Male and Female toilets

**Mezzanine – capacity 120**

Open carpeted space looking over the main auditorium, leading to veranda.

**Minor Auditorium – capacity 200**

Hall suited to large meetings, seminars or workshops.

Room features:

- Reverse cycle air conditioned
- Carpeted floor
- 30 stacking chairs
- 10 folding tables
- Raised staged
- Projector and screen
- PA system

**Foyer – capacity 160**

Open mixed floor space with servery from kitchen. Windows all along one wall provide a well-lit space. Suited to morning teas, workshops and seminars.

Room features:

- 10 round tables
- 4 café tables
- 6 bar tables
- Professional barista coffee machine
- TV
- Baby change & disabled toilet

**Activity Room – capacity 15**

Hard floored room with access to private courtyard. Ideal for arts and crafts or workshops.

**Kitchens**

One kitchen is located adjacent to the main auditorium and foyer, the other is adjacent to the minor auditorium and activity room. Our kitchens have everything you need for food preparation and storage, including a 100-cup coffee percolator, professional barista coffee machine, twin ovens, fridges, dishwasher and crockery and cutlery for 150 people.

## FEE SCHEDULE

To be used as a guide only – final cost will be confirmed once a request form is submitted.

- Bond and/or \$50 deposit is payable at time of confirmed booking
- Full fee payable within 7 days from the date of the invoice
- Deposit refunded in full if cancellation is received 2 weeks prior to the event date

### 1. Main Auditorium including Mezzanine, Kitchen and Foyer

Bond:	\$250
Room rate:	\$60 per/hour
Audio/visual support:	\$50 per/hour
Venue manager*:	\$80

\*If booking is outside of normal office hours

### 2. Foyer or Mezzanine including kitchen – see above.

Room rate:	\$40 per/hour
Venue manager*:	\$80

\*If booking is outside of normal office hours

### 3. Minor Auditorium including Kitchen and Courtyard

Room rate:	\$50 per/hour
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### 4. Activity Room including Kitchen and Courtyard

Room rate:	\$40 per/hour
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## Additional information

- For wedding or funeral rates please email [info@kalamunda.church](mailto:info@kalamunda.church)
- Discounts applied for community/not for profit groups and organisations.
- Free hire for Kalamunda Church of Christ partner events.
- Free hire for Kalamunda Church of Christ Members with a suggested donation of 50% actual cost.

## **BOOKINGS CONDITIONS AND ACCEPTANCE**

1. Kalamunda Church of Christ reserves the right to decline a booking request.
2. No Alcohol to be consumed on premises.
3. SET-UP – booking hours MUST include the time for set-up and pack-down. Please note that any fixing to the walls is NOT allowed e.g. sticky tape, blue tac, nails, etc.
4. TECHNICAL SUPPORT/SOUND SYSTEM must be provided by an approved Kalamunda Church of Christ sound operator at an hourly rate.
5. Use of AUDITORIUM equipment must be discussed and clarified at booking stage. If there is a need to move stage equipment e.g. drums, then retuning is charged to the hirer and additional costs for moving and reinstalling may be incurred
6. 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. External music volume must cease by 10pm on weekdays and 9pm on weekends in consideration of our local community and regulation.
7. OPENING/LOCK UP
  - BUILDING 1- Main Auditorium, Foyer or Mezzanine bookings – Kalamunda Church of Christ Venue Manager must open and lock up; they will be available either on-site or by mobile phone for the duration of the booking.
  - BUILDING 2 – Minor Auditorium or Activity Room bookings – hirer to collect and drop off keys by arrangement.
8. The venue must be returned to the pre-booking layout and condition.
9. CLEANING of hired rooms is the responsibility of the hirer. If this is not fulfilled satisfactorily then the hirer will 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. The cost of replacing or repairing any broken items will be deducted from the Bond. The hirer will be notified within 7 days of their event.
10. BOOKING FORM to be completed and submitted online.
11. BOOKING CONDITIONS and ACCEPTANCE - Please check the box on the booking form to indicate that you understand and agree.
12. PAYMENT is due within 7 days of the date on the invoice. Payment accepted via card, cash, online transfer or cheque payable to Kalamunda Church of Christ.