

Buildings/Rooms required:

- Church Sanctuary (conditions may be imposed for use of these facilities)
- Large hall
- Small hall
- Meeting room/s No.....
- Creche *\$50 Catering fee
- Kitchen (fully refundable after function)
 - Stoves
 - Hot water urns
 - Tea/coffee making facilities
 - Crockery/Cutlery No :.....
 - Tablecloths No:.....

Musicans/Instruments required:

- Piano
- Organ
- Drum kit
- Guitars

Extra furniture required:

- Lectern (large)
- Lectern (small)
- Tables (seat 6) No:.....
- Chairs No:.....

Do you require:

- Microphones No:.....
- Audio CD's played or recorded*
- DVD's shown
- Recording
- Overhead projector
- Special Lighting
- Decorating e.g. material

* check copyright

*\$55 fee for AV personnel

What do we offer?

Mooroolbark Baptist Church offers a range of facilities that are suitable for small and large gatherings. These include:

- ♦ Church Sanctuary (seats 300)
- ♦ Hall
- ♦ Kitchen
- ♦ Creche area
- ♦ Audio/visual facilities
- ♦ Organ, pianos, drum kit
- ♦ Small meeting rooms
- ♦ Catering personnel available

Planning your program:

To get the most from our facilities and to help your program run smoothly on the day, we recommend that you read through this brochure and then discuss your needs with our church office. The tear off section of this brochure should be completed and given to the Church Office Administrator no later than 2 weeks prior to ensure that all that you need is made available.

Church Office:

153 Hull Road, Mooroolbark
Phone: 9725 3700 FAX: 9723 0029
email: office@mbc.org.au
Hours: Tuesday - Friday, 10a.m. - 4p.m.

For Office Use Only:

- Church Office AV
- Catering



Using
Our
Facilities
for
Church
&
Private
Functions

Mooroolbark Baptist Church
155-157 Hull Road
Mooroolbark. 3138

Conditions of Use:

In keeping with our Church Constitution and our beliefs, we would ask that you accept the following conditions of use:

- ◆ No smoking in church buildings, including toilets.
- ◆ No alcohol is permitted on church property at any time.
- ◆ A Church Access Card will be issued for date of your function - A \$5 deposit will be required - refunded upon return.
- ◆ Church pianos, organ and drums may only be played by experienced musicians on obtaining permission.
- ◆ We request that music, videos, films or any other presentation that may be used by groups using the church facilities be of a standard that does not compromise our Christian values and be cleared with the Church Office before the event.
- ◆ Please check with our Church Office regarding copyright on all music being recorded and printed material used.
- ◆ Decorations used for functions must be removed at the close of the function.
- ◆ Please check that rubbish is collected and placed in the appropriate bins. Brooms and a vacuum cleaner are available in the creche.
- ◆ At the end of your function, please check that all lights, heaters, urns, stoves and other equipment are turned off.

- ◆ We would ask that you leave the church as you found it. Please rearrange seating, tables, foyer etc, before leaving.
 - ◆ Any evening function must keep noise levels to a minimum after 11 p.m. and must conclude by midnight.
 - ◆ Please check that all external doors are locked at the end of your function and return the access card to the Church Office Administrator.
 - ◆ We reserve the right to refuse any booking that we feel does not reflect the standards and beliefs of our church.
 - ◆ The Church Public Liability insurance policy does not cover private use of the facilities and as such, we recommend you obtain your own public liability insurance. This can be arranged with the Australian Baptist Insurance Scheme for \$90.75* per function. (Forms available from our Church Office).
- *subject to change



FUNCTION/EVENT BOOKING FORM

(Please complete and return to the Church Office
at least 2 weeks prior to function)

Group/Organisation: _____

Contact person: _____

Contact Phone Number: (BH) _____

(AH) _____

Date of function: _____

Time of function: _____

Set up time: _____