

MASTER TARIFF

For the hire of



The Church of the
Resurrection



The Pelican
Community and
Function Centre

&

EFFECTIVE JULY 2016

SCHEDULE THREE: Tariff

Occasional Services

Please note all rates include GST. Please refer to our Booking Forms and Schedule Two for full Terms and Conditions

Event	For your information	Cost
Baptisms	<p>If the baptism occurs during a scheduled Mass, your party is invited to join the congregation for morning tea.</p> <p>Use of the Pelican Centre Hall outside of scheduled Mass times is subject to normal hire tariff, terms and conditions.</p> <p>Please email office@resurrectionswanbourne.com.au for a quotation.</p>	No charge for the use of the Church.
Funerals	<p>As funerals occur outside of scheduled service times, use of the Pelican Centre Hall is subject to normal hire tariff, terms and conditions.</p> <p>The hall may be hired in conjunction with a funeral at a discounted rate. Please email office@resurrectionswanbourne.com.au for a quotation</p>	No charge for use of the Church.
Weddings	<p>Includes all administration and ministry fees, Celebrant, use of Church, limited flower arrangement, Verger and pre-ceremony meeting and rehearsal.</p> <p>The hall may be hired in conjunction with a wedding at a discounted rate. Please email office@resurrectionswanbourne.com.au for a quote.</p>	\$875.00 (inc GST)
Choir – The Mapstone Scholars Soloists (Vocal)	<p>Our Choral Scholars, The Mapstone Scholars, may be booked to sing at events.</p> <p>We can also provide soloists. Please email office@resurrectionswanbourne.com.au with your specific requirements and we will provide a quotation.</p>	Price on application
Pianist / Organist	<p>Please email office@resurrectionswanbourne.com.au with your specific requirements</p>	Price on application

(In the event more than one area of the Centre is booked for a single event, a 50% discount will be applied to the lowest valued venue – typically, but not exclusively the Kitchen)

Church of the Resurrection and Pelican Community and Function Centre

Please note all rates include GST. Please refer to our Booking Forms and Schedule Two for full Terms and Conditions

Venue	m ²	Capacity	Details		Not For Profit, Community Groups and Private Events	Commercial Hire and Public Functions (ticketed)
Church	221m ²	180 people	<p>Available for events such as concerts, lectures, recording sessions, and art exhibitions. For enquiry on other uses please email office@resurrectionswanbourne.com.au</p> <p>Equipped with 2 manual Digital Organ, Grand Piano, p.a sound system, 105 wooden chairs (additional chairs can be brought in by arrangement), wooden lectern, summer cooling and winter heating.</p> <p>Hand held, lapel, and lectern microphones available for hire separately (see Additional Hire items below).</p>	Per hour	\$100	\$125
				Per half day (4 hours)	\$350	\$450
				Per full day (8 hours)	\$500	\$650
Lady Chapel		23 people	Available for more intimate events such as baptisms and weddings	Per hour	No charge	No charge
Pelican Centre Hall	197m ²	185 people	<p>Large space that can be split into two zones suitable for social gatherings, conferences, exercise and dance classes, receptions.</p> <p>The Hall is not available for bookings of 16th, 17th, 18th, 19th 20th or 21st birthday parties.</p> <p>Gallery lighting and track rails for art installations.</p> <p>Summer cooling and winter heating.</p> <p>Hire includes access to 120 x stackable chairs, 5 small circular (bistro style) tables, 8 large circular tables (seats 10), 6 x rectangular tables (seats 8-10), 6 x trestle tables (seats 6).</p> <p>A ceiling projection unit with screen, sound system, and hand-held microphone available for hire separately (see Additional Hire items below).</p> <p>Napery and a limited range of cutlery and crockery are available for hire separately.</p> <p>Two day bookings are available. Please email office@resurrectionswanbourne.com.au for more information.</p>	Per hour Casual Hirer	\$35	\$45
				Per hour Regular Hirer	\$30	\$40
				Per half day (4 hours)	\$120	\$155
				Per full day (8 hours)	\$200	\$275
				Two day bookings	Subject to conditions and availability office@resurrectionswanbourne.com.au	
				Off Peak (Noon to 3pm, Mon to Fri)	Deduct \$5/hour from hourly rates	Deduct \$10/hour from hourly rates

(In the event more than one area of the Centre is booked for a single event, a 50% discount will be applied to the lowest valued venue – typically, but not exclusively the Kitchen)

Church of the Resurrection and Pelican Community and Function Centre

Please note all rates include GST. Please refer to our Booking Forms and Schedule Two for full Terms and Conditions

Venue	m ²	Capacity	Details		Not For Profit, Community Groups and Private Events	Commercial Hire and Public Functions (ticketed)
Meeting Room	34m ²	33 people	Available for small groups (meetings, counselling, teaching etc.) Hire includes use of tables and chairs in the room (children and adult sized). Reverse cycle conditioning unit for cooling and heating.	Per hour Casual Hirer	\$25	\$45
				Per hour Regular Hirer	\$20	\$25
				Per half day (4 hours)	\$75	\$90
				Per full day (8 hours)	\$125	\$160
Kitchen	34 m ²		Light commercial kitchen with standard fittings, fixtures and appliances. Hire includes use of limited crockery/cutlery/water glasses.	Per hour Hirer	\$35	\$40
				Per half day (4 hours)	\$100	\$120
				Per full day (8 hours)	\$175	\$200
Full Venue Bookings			Combination of Church, Pelican Centre Hall and Kitchen	Per half day (4 hours)	\$400	\$500
				Per full day (8 hours)	\$800	\$900

(In the event more than one area of the Centre is booked for a single event, a 50% discount will be applied to the lowest valued venue – typically, but not exclusively the Kitchen)

Insurance

Please note all rates include GST. Please refer to our Booking Forms and Schedule Two for full Terms and Conditions

Item	For Your Information		Not For Profit, Community Groups and Private Events	Commercial Hire and Public Functions (ticketed)
Insurance	<p>If your event sells tickets, it falls under the definition of a 'public event' and Public Liability Insurance is required.</p> <p>If you have your own, please supply details of your insurance with your booking.</p> <p>Insurance can be arranged through the Centre at your time of booking (excess \$1,000.00).</p>	Own PLI insurance	N/A	N/A
		Centres Hall Hirers Insurance	FREE	\$10.00 per event

Additional Hire Items

Please note all rates include GST. Please refer to our Booking Forms and Schedule Two for full Terms and Conditions

Item	For Your Information		Not For Profit, Community Groups and Private Events	Commercial Hire and Public Functions (ticketed)
Wi-Fi	Limited access to our internet service for the duration of your event	Per booking	FREE	FREE
Microphones	Pelican Centre - hand-held x 1 The Church also 1 x lapel and 1 x lectern microphones. Prices upon enquiry.	Per booking	\$15	\$20
Data Projector	Ceiling mounted in Pelican Centre with retractable screen	Per booking	\$25	\$30
PA System	Pelican Centre	Per booking	\$15	\$15
Napery	A selection of tablecloths, napkins etc available upon request. (most hire includes two tablecloths at no charge)		Billed at laundering costs	Billed at laundering costs

Bonds

Please note all rates include GST. Please refer to our Booking Forms and Schedule Two for full Terms and Conditions

Venue	For Your Information	
Church	Limited access to our internet service for the duration of your event	\$300
Hall	Function with alcohol	\$500
	Function without alcohol	\$300
Meeting Room		\$75
Kitchen	Severy (light use of kitchen)	\$300
	Cooking	\$500

(In the event more than one area of the Centre is booked for a single event, a 50% discount will be applied to the lowest valued venue – typically, but not exclusively the Kitchen)

Additional Fees

Please note all rates include GST. Please refer to our Booking Forms and Schedule Two for full Terms and Conditions

ITEM	For Your Information		
Caretaker / Verger Fee	Duties of the caretaker/verger include opening/closing venue, directing the correct return of all items used during hire and ensuring the venue is left clean and undamaged.	Event concluded before 10pm	\$50
		Event concluded after 10pm	\$100
Cleaning	Additional cleaning by Centre staff (one hour of cleaning is included in hire)		\$50 per hour or part thereof
Set up of tables and chairs	Prices vary depending upon need		Prices on enquiry
Storage	A very limited supply of storage is available in main chair store to Regular Hirers. (Storage in other areas by arrangement)		\$20 per shelf/week in storeroom.

(In the event more than one area of the Centre is booked for a single event, a 50% discount will be applied to the lowest valued venue – typically, but not exclusively the Kitchen)

Printing

Please note all rates include GST. Please refer to our Booking Forms and Schedule Two for full Terms and Conditions

ITEM	For Your Information		
Printing	<p>Located on the premises is a Fuji-Xerox DC5C3375-3E print station with which we can offer a range of printing services.</p> <p>Features of the print station include booklet creation, folding and stapling.</p> <p>Desktop publishing – for orders of service or small booklet production, one hour of labour is included provided by the Centre. Any additional labour is \$40.00/hour (inc GST).</p>	A4 - black &white	12c per side
		A4- colour	75c per side
		A3 – black & white	30c per side
		A3 - colour	90c per side
		Wedding Orders of Service – 8 sides B/W A5	\$1.00 per booklet
		Wedding Orders of Service – 8 sides Colour A5	\$1.50 per booklet

(In the event more than one area of the Centre is booked for a single event, a 50% discount will be applied to the lowest valued venue – typically, but not exclusively the Kitchen)