

Hiring Halls



Christ Church
HAWTHORN

Wood Hall

Wood Hall, at the intersection of Wood Street and Denham Street in Hawthorn, is a historic venue available for meetings and children's parties. Located at **6 Wood Street, Hawthorn**, with access from Wood Street, the hall is open for hire on weekday evenings, Saturdays, and some Sunday afternoons and evenings.

Facilities at Wood Hall include:

- A basic kitchen area equipped with a fridge, dishwasher, small electric oven, electric urn, coffee mugs, glasses, plates, and cutlery.
- Children's tables and chairs for approximately 20 preschool children, along with two high-chairs.

Upon prior arrangement, users may also have access to:

- Adults' tables and chairs for up to 60 adults.
- A simple sound system and an overhead data projector with a screen.

Memorial Hall

Memorial Hall, located at **2 Denham Street, Hawthorn**, is a spacious venue suitable for concerts, wedding receptions, parties, and various events. Available for hire from Mondays to Saturdays, the Memorial Hall offers comprehensive amenities.

Included in the rental are:

- A well-equipped kitchen featuring a fridge, gas hotplates/large oven, electric urn, dishwasher, coffee mugs, glasses, plates, and cutlery.
- 200 chairs and tables, accommodating up to 120 people.

Upon prior arrangement, users may also have access to:

- A simple sound system and a data projector with a screen.

The Courtyard

Nestled between the two Halls, the exquisite courtyard space is available for hire in conjunction with either hall. The courtyard includes play equipment suitable for preschool children. Please be mindful that older children may need careful supervision to prevent damage to equipment designed for preschoolers.

Making a Booking to Hire a Hall

After reviewing the details, please fill out and submit the [online application form](https://www.christchurchhawthorn.org/hall-hire-3) available on our website: <https://www.christchurchhawthorn.org/hall-hire-3>

Your booking will be confirmed upon receipt of an email confirmation and the required payment. This can be either a \$200 security bond as a deposit or full payment along with the bond.

□ Fees

Payment for the booking must be made in full before the event, either as a one-time payment during booking or by providing a \$200 security bond at booking and settling the balance one week prior to the event.

- The basic fee for Hall usage is \$210 for Wood Hall and \$285 for Memorial Hall, covering a three-hour period. Additional hourly charges may apply during peak times: \$70 for Wood Hall and \$95 for Memorial Hall.
- A \$200 security bond is required in advance, refundable if all is in order post-event.
- An insurance fee of \$25 applies (see details below).

☐ Payment

We advise making payments through direct transfer to the following bank account:

Bank: Commonwealth Bank

BSB: 063 138

Account Number: 0090 1630

Account Name: Christ Church Hawthorn

Reference: '[Name] security deposit' OR '[Name] hall hire' (Choose the appropriate reference based on the payment type, e.g., Smith WH deposit)

☐ Insurance

The hirer accepts responsibility for the safe custody of the property being used during the hire period. It is required for the hirer to indemnify the Anglican Diocese of Melbourne against any liabilities arising from the hire and use of the hall(s) and other space being hired and used. Consequently, adequate insurance is required. The hirer has the option to procure personal insurance or opt for liability coverage under Diocesan Insurance, available at a fee of \$25. This coverage entails the hirer covering the initial \$500 of any property damage.

☐ Supervision of children

Children must be supervised properly to ensure safety and prevent damage to toys and equipment. It is important to note that the majority of toys and play equipment, both indoors and outdoors, cater to preschool-aged children and are not suitable for older children. Larger and older children must not be allowed to use equipment that is not suitable for their size or age group.

☐ Alcohol

Sale of alcoholic drinks on the premises during the hire period is prohibited, unless the hirer possesses a valid license. If alcoholic drinks are to be **served**, it must be specified in the application.

☐ Access arrangements

A church staff member will coordinate access to the Hall before the event. Contacts for arrangements are the Facilities Administrator at 9818 6077 or Andrew (Senior Minister) at 0431 412 451.

At the conclusion of the hire period, a staff member may meet you, or with prior arrangement, you can lock the Hall and depart. For EMERGENCIES ONLY, contact 0431 412 451.

☐ Rubbish

(Important: This is a common factor affecting security deposit refunds!)

Dispose of all event-related rubbish appropriately by the event's conclusion.

Use the provided bins accordingly:

- One domestic size dark green bin with dark green lid: Landfill
- One larger blue bin with yellow lid: Recycling
(Note: Plastic bags are not permitted in the recycling bin.)
- Do not use the dark green with bright green lid (garden) bins for hall-related waste.

Exclusively use each bin for its designated waste type. If you have additional waste exceeding bin capacity, please plan to remove it upon departure.

☐ Cleaning Up

Ensure the Hall(s) are returned to a condition at least as clean and tidy as the start of the hire period.

Specifically:

- Kitchen cleanliness, tidiness, and sweeping. Wash and store glassware, plates, cutlery. It is acceptable to fill the dishwasher, turn it on and leave.
- Vacuum the carpeted area using vacuum cleaners provided in both halls.
- Tidy the Courtyard and any outdoor spaces, removing all rubbish.
- Empty indoor rubbish bins; sort recycling into appropriate outdoor bins located on the gravel driveway to the left of Wood Hall.