



Port Macquarie Uniting Church

Event Booking Request

(Booking is not confirmed until a signed User Agreement is received and Booking Approval is at the discretion of Congregation Leadership.)

1. **Organisation requesting the event:** _____

2. **Organisation's ABN number:** _____

3. **Date of the event:** _____ **from** _____ **to** _____ *(Include setup & pack up)*
If you are requesting a series of events, please list them on a separate sheet of paper.

4. **Brief description of the event:** _____
Please attach a separate sheet of paper if there is insufficient room to describe your event.

5. **Estimated number of people attending the event:** _____

6. **Which Building/room would like to hold your event in:**

7. **Do you need the services of our:**

- **Sound/Projection Use: Yes / No** *(please circle your answer, extra cost may be applicable)*
- **Kitchen: Yes / No** *(please circle your answer, extra cost may be applicable)*
- **Any other PMUC input: Yes / No** *(please circle your answer)*

Please describe the input required: _____

8. **Notes or Special Requirements:** _____

9. **Do you have Public Liability Insurance: Yes / No** *(please circle your answer)*

If yes please attach a copy of a current certificate of currency.

It is a requirement that a user of a PMUC venue must have public liability insurance cover of at least \$20,000,000 per one occurrence.

10. **Details of your event organiser / contact person:**

Name: _____ **Title:** _____

Phone: _____ **email:** _____

Postal Address: _____

This will be the person with whom we will correspond regarding the organising of your event.

11. **Details of person who will sign the User Agreement on behalf of your organisation:**

Name: _____ **Title:** _____

Phone: _____ **email:** _____

Postal Address: _____

If this is the event organiser, please write "Event Organiser" as the name.

Forward Completed form for consideration of your request -

Email to – office@portmacquarie.unitingchurch.org.au

Post – PO Box 5031, Port Macquarie NSW 2444

In Person – 1 Sherwood Rd, Port Macquarie

Port Macquarie Uniting Church Facilities available for use/hire

Worship/Multi Purpose Centre

Cnr Sherwood Road and Oxley Highway, Port Macquarie

Main Auditorium – Seat 300 with Audio and Data Projection

Sherwood Chapel – Seat 40 (42m²) no Audio or Data Projection

Commercial Kitchen -

Foyer/Lounge Area- Seat 60 (80m²) no Audio or Data Projection

Administration Building

1 - 3 Sherwood Road, Port Macquarie

Admin Meeting Room – Seat 30 (40m²)

Admin Playgroup Room – Seat 20 (40m²)

Horton Street Chapel

144 Horton Street, Port Macquarie

Worship Space – Seat 100

Back Room – Seat 10