



Port Macquarie Uniting Church

Event Booking Request

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 it:

7. Do you need the services of our:
 - Sound/Projection Room: Yes / No (please circle your answer)
 - Kitchen: Yes / No (please circle your answer)
 - 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

1 Sherwood Road, 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

3 Sherwood Road, Port Macquarie

Admin Meeting Room – Seat (40m²)

Admin Playgroup Room – Seat 20 (40m²)

Horton Street Chapel

144 Horton Street, Port Macquarie

Worship Space – Seat 100

Back Room – Seat 10