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**FORM B1 – SCHEDULE OF FEES****Effective 1<sup>st</sup> July 2019** (see note below)**HALL AT THE WILLOWS****Non-profit organisations**

Rate for 1 hour	<b>\$30.00</b>	Half day (4 hours) or evening	<b>\$85.00</b>
Rate for 1 to 2 hours	<b>\$53.00</b>	Full day (8 hours)	<b>\$155.00</b>
Hourly rate thereafter	<b>\$18.00</b>	Full day plus evening	<b>\$230.00</b>

**AV support (depending on requirements)**

Rate for 1 hour	<b>\$60.00</b>	Hourly rate thereafter	<b>\$35.00</b>
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**Table cloths** (16 available) can be hired at **\$4.00** each**KITCHEN AT THE WILLOWS**

A kitchen charge will normally be incurred, and is additional to other facility hire fees. Charges have been broken down to assist in identifying the applicable level

**Limited Service (Level 1):** Suitable for providing tea, coffee, cool drinks, and biscuits/sandwiches **\$50.00****Minor Service (Level 2):** Use of ovens and microwave for reheating finger food or simple meal preparation plus service of tea and coffee **\$105.00****Major Service (Level 3):** Use of kitchen + cool room. (suitable for preparation & service of full dinner ) **\$210.00**

Hirers shall ensure that all foodstuffs, drinks, milk etc. are removed from the refrigerator at the end of each session, that kitchen tidies and bins are emptied and re-lined, and that garbage is removed from the property and disposed of by the user.

**Cleaning Fee:** After use by any hirer, if the kitchen is not cleaned to a satisfactory standard, a minimum cleaning fee of **\$100.00** shall be payable. This includes dishwasher, sinks, bench tops, shelving, ovens, stove-top, refrigerator, cool-room, emptying and re-lining of garbage bins.

**COMMUNITY ROOM AND CHURCH FOYER AT THE WILLOWS**

Rate for 1 hour	<b>\$21.00</b>	Half day or evening (4 hours)	<b>\$55.00</b>
Rate for up to 2 hours	<b>\$37.00</b>	Full day (8 hours)	<b>\$95.00</b>
Hourly rate thereafter	<b>\$12.00</b>		

**YOUTH ADMIN. OFFICE**Hourly rate **\$12.00 per hour****WORSHIP CENTRE AT THE WILLOWS****Weddings** **\$300.00**

Church opening fee (rehearsal plus wedding service)	<b>\$70.00</b>	Floral arrangement (silk flowers)	<b>\$165.00</b>
Organist	<b>\$95.00</b>	(purchases to be reimbursed)	

**AV support (depending on requirements)**

Rate for 1 hour	<b>\$60.00</b>	Hourly rate thereafter	<b>\$35.00</b>
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Minister to be approached for other fees that may be charged to cover other direct costs associated with the wedding event (e.g. celebrant's fee, paperwork). Other services required by the wedding party will be directed by the Minister to the Church Office Co-ordinator and/or Bookings Co-ordinator.

**Funeral services** Minister to be approached**Use of Worship Centre for funeral services arranged for persons not recognised as church family members** **\$300.00**Preparation and printing of Order of Service **\$145.00**Organist if required (to be paid directly to Organist) **\$95.00**AV support if required **\$135.00****Extra preparation if required** **\$65.00 per hr****Other functions within Worship Centre****Hourly rate** **\$75.00 per hr**Half day or evening (4 hours) **\$300.00**Full day (8 hours) **\$570.00**

Additional fees may be applicable depending on audio-visual requirements

**Funeral or other catering** A morning or afternoon service of tea/coffee/cake and sandwiches can be provided by Church Aid (see below for catering charges).

Boolaroo main contact: Dulcie Hipwell, 4958 3878

Warners Bay main contact: Rhelma Willis, 4948 8352 (alternate contacts Beth Travis, 4948 0211; Lyn Scanlon, 4946 6301; Carole Cook, 4954 0389)

#### **Catering charges**

A	Cost per person (sandwiches, selection of slices, tea, coffee and cool drinks)	<b>\$9.50 per person</b>
B	As in selection A above plus selection of hot finger foods	<b>\$12.50 per person</b>
C	As in selection A above plus fruit platters	<b>\$12.50 per person</b>
D	As in selection A above plus selection of hot finger foods plus fruit platters	<b>\$16.00 per person</b>
E	Selection of hot finger foods plus fruit platters	<b>\$12.50 per person</b>

These fees may be reviewed by Church Aid who will offer specific quotes for each event

For the funerals of congregational members these fees do not apply. However, reimbursement for fixed cost recovery plus a donation to Church Aid would be most welcome

#### **ADDITIONAL CHARGES THAT MAY BE INCURRED**

1. The User will be charged a cleaning fee (minimum **\$75.00**) on any occasion upon which the section of the facility used is found to be in an unclean or unsatisfactory condition, and cost of any damage to the property must be reimbursed by the User
2. The User will be charged an additional amount for the hire of the facility if the agreed hours of use have been exceeded for an unreasonable period
3. Users shall ensure that all foodstuffs, drinks, milk etc. are removed from the refrigerator at the end of each session, that kitchen tidies and bins are emptied and re-lined, and that garbage is removed from the property and disposed of by the user
4. Users shall ensure that all toilet areas have been left in a clean condition (toilets flushed, rubbish binned)

#### **USE OF THE WILLOWS BY ASSOCIATED BODIES**

**Presbytery and Synod meetings** No cost recovery required.

**Uniting Church-related service providers** On occasions the Hall and Kitchen may be hired to Uniting Church related service providers. An example is Lifeline. On these occasions **NO HIRE FEE** will be charged as defined in this document (in accordance with the Church's Mission Statement to assist in the community where possible). However, a fee for fixed cost recovery will be required, calculated at **\$16.00 per hour**

#### **USE OF THE WILLOWS BY SCHOOLS**

On occasions the hall and other areas may be used by the local schools. These are for periods of short duration, and usually in conjunction with Church-sponsored activities. Generally **NO HIRE FEE** will be charged where the activities are student-oriented. A signed User Agreement will be required, and all User conditions will apply

#### **CONGREGATIONAL MEMBER USE OF FACILITY (THE WILLOWS)**

If a Church member uses the Hall, Church and/or Kitchen for a private function there is no set hiring fee. However, a donation to the Finance Committee towards **fixed cost recovery** would be most welcome. As a guide **\$16.00** per hour is deemed an applicable rate. **Public Liability insurance** must be documented, as set out in Form F, for forwarding to Uniting Financial Services. A signed **User Agreement** will be required, and all **User conditions** will apply

#### **DISCRETIONARY POWERS**

In the spirit of community service the Finance Committee recognises that in some instances discretion may need to be applied. Parties with special need will be considered and appropriate rates determined on an individual basis

Parties using the facility for private purposes must hold or arrange Public Liability insurance, and provide a certificate of currency pertaining to same. If arranging this through UCA Property Services, all rates currently in force will apply -- this is a requirement by UCA Property Services, and is **not** discretionary

***John Scanlon, Chairman, Finance & Property Committee, November 2018***