



CENTRE FOR
THEOLOGY & MINISTRY

Online Enquiry | **FACILITY HIRE**

Event Name:

PREFERRED DATE	TIME IN	TIME OUT	ROOM/s			
1.			G1		G2	Chapel
			G3		G4	Pearson Room
			Café area			Wyselaskie Foyer
			Auditorium			Catherine Duncan
1.			G1		G2	Chapel
			G3		G4	Pearson Room
			Café area			Wyselaskie Foyer
			Auditorium			Catherine Duncan

Other requirements: *Please state:*

Catering

Sage + Grace Cafe

Not required

Facilitator's Contact Details

Name _____

Organisation _____

ABN _____

Address _____ PC _____

Email _____

Mobile _____ Other _____

For Profit Organisation

Not For Profit Organisation

After completing the above please save this form and email to bookings@ctm.uca.edu.au.
The form will then be returned to you with availability and pricing.

Room Availability | QUOTE (CTM use only)

Rooms available / not available

Quote

Prepared by

Date

On receipt of availability and quote information please complete the letter of agreement and payment details.
Save the form and return to bookings@ctm.uca.edu.au



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Letter Of Agreement | FACILITY HIRE

I / We agree to the Terms and Conditions of Hire as set out in the *Room Booking Guidelines*.

Full Name

Position

Organisation/Company (if applicable)

Date

Payment Details | FACILITY HIRE

Please provide details to process the \$50 Administration Fee (non-refundable / non-transferable):

Cheque (made payable to 'Uniting Church in Australia')

Cash

Credit Card (VISA / MasterCard)

Name on card

Card no

Expiry

Signature

Invoice for event - Name and address to forward invoice for balance of event costs.

Please charge the outstanding hire amount to my credit card (provided above) on conclusion of the booking

Your non-refundable administration fee will be processed and a receipt will be forwarded to you. A confirmation email will be forwarded to you and an invoice will be produced for your booking at the conclusion of your event.

If you have any queries regarding your booking, please contact 03 9340 8800 or email bookings@ctm.uca.edu.au