



Facility Hire Policy

Last Updated: 13 February 2026

Note: This policy may be updated from time to time.

1) Our Heart Behind Facility Hire

Epping Church of Christ is pleased to make our facilities available for approved weddings, funerals, and other suitable functions, subject to availability.

We aim to provide a welcoming, respectful, and well-organised space while ensuring our premises are cared for and used safely.



2) Use of Premises — Guiding Principles (Historical: 2006 Policy)

Historical Tracking Note:

This section is adapted from the **2006 “Use of Church Premises” policy document** and is included here for continuity and record-keeping.

Church premises should not be used for purposes that could bring disrepute in the community or be contrary to the mission and ministry of the church.

Subject to availability, church premises may be used for:

- Private functions by those on the membership roll or in regular attendance at services
 - Christian weddings between a man and a woman that do not involve church members or attendees
 - Christian funerals that do not involve church members or attendees
 - Functions and meetings of community not-for-profit organisations whose objects are not inconsistent with biblical principles
 - Government elections
- Other purposes approved by the Elders



3) How Do I Enquire or Book?

All enquiries are handled through our Church Office.

To enquire, please fill out the venue hire enquiry form on our website:

☰ <https://www.eppingchurchofchrist.org.au/venue-hire>

4) Hire Rates

Hire rates are provided separately and may be updated from time to time.

Please contact the Church Office Administrator for the most current hire rates.

5) Payment

To confirm your booking:

- To secure your date and time, a **20% non refundable deposit** is required.
- Bookings are not confirmed until the deposit has been received.
- The remaining balance must be paid **2 weeks prior** to the event.
- Payment is usually made by bank transfer
- Proof of payment may be requested





6) Insurance Requirement

Insurance is important for everyone's safety and peace of mind.

Hirers must provide **one** of the following:

- Proof of Public Liability Insurance
OR
- Signed Church Liability Waiver ([online form](#))



7) Venue Capacity

- The chapel can comfortably accommodate approximately **200 guests**.



8) Decorations & Confetti

We love celebrations and want your event to feel special.

Decorations

- Flowers and candles are welcome
- Please handle all items with care to avoid damage

Confetti

- Confetti is allowed **inside the church only**
- Confetti is **not permitted outside**
- If confetti is used inside, we kindly ask that it is cleaned up afterwards

9) Photography & Videography

Photography and videography are welcome, with no restrictions.



10) Parking

Parking is limited on-site.

- Guests are encouraged to use nearby street parking
- For weddings and funerals, we may be able to reserve the small front car park for the bridal party or immediate family

11) AV / Sound System Requirements

If you wish to use our sound system, microphones, livestream, or presentation system:

- You must provide a qualified AV technician to operate the equipment.

As the hirer, you will also be responsible for the proper use of the equipment and any damage that may occur during your booking.

If you do not have a technician, you may request one of our church technicians (subject to availability).

Additional fees may apply — please speak with the Church Office Administrator.



12) Kitchen Use

Kitchen use is not automatically included with venue hire.

If you require kitchen use (especially for cooking), additional costs may apply depending on the nature of use and cleaning requirements.

Please discuss your needs with the Church Office Administrator.

13) Approval

All facility use is subject to approval by the church.

In rare cases where a request is unclear or unsuitable, the church may decline a booking.

14) Thank You

Thank you for considering Epping Church of Christ for your special occasion. We will do our best to support your event with warmth, clarity, and care.

