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Facility Hire Policy

Last Updated: 28 October 2026

Note: This policy is subject to change without notice. Please ensure you review the latest version before confirming a booking.

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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 are dedicated to supporting the mission and ministry of Epping Church of Christ. They must not be used for purposes that are contrary to the church's beliefs, values, or mission, or that could bring the church into disrepute within the community.

Subject to availability, church premises may be used for:

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

The Elders reserve the right to decline any booking that is inconsistent with the beliefs, mission, values, or ministry of Epping Church of Christ, or where the proposed event or activity may reasonably be perceived as endorsing views or practices contrary to the church's biblical convictions.

3) How Do I Enquire or Book?

All venue hire enquiries and bookings are coordinated through the Epping Church of Christ Office.

To enquire about hiring our facilities, please complete the Venue Hire Enquiry Form on our website:

www.eppingchurchofchrist.org.au/venue-hire

After reviewing your enquiry, the Church Office will contact you to discuss your requirements and, where appropriate, arrange a venue walkthrough.

If you wish to proceed following the walkthrough, the Church Office will provide a Date Lock-In Request Form to collect your proposed event schedule, venue requirements and equipment needs.

Based on the information provided, the Church Office will prepare a personalised Venue Hire Quotation outlining the agreed facilities, hire fees, applicable charges and payment arrangements.

To proceed with a booking, you must accept and sign the quotation and pay the required 20% non-refundable deposit.

Your booking will only be confirmed once:

1. The signed quotation acceptance has been received by the Church Office.
2. ECC Accounts has received and verified the required deposit.
3. The Church Office has rechecked venue availability and issued written booking confirmation.

Submitting an enquiry, attending a walkthrough, completing a Date Lock-In Request Form or making a deposit does not, by itself, confirm a booking.

Please review this Facility Hire Policy before submitting your enquiry and again before accepting your quotation.

4) Hire Rates

Venue hire fees and associated charges are outlined in the current Venue Hire Rates & Fees and may vary depending on the nature of the event, facilities required and agreed arrangements.

The Church Office will discuss applicable charges with the hirer and confirm the agreed fees in a personalised Venue Hire Quotation.

A refundable security bond is required for all bookings. The current bond amount and applicable refund conditions are set out in the Venue Hire Rates & Fees.

Any additional facilities, equipment or services requested after the quotation has been issued may require the quotation to be reviewed and updated.

5) Booking Confirmation & Payment

A 20% non-refundable deposit is required as part of the booking confirmation process.

The deposit is calculated on the agreed Venue Hire & Services Total, excluding the refundable security bond and any AV technician or sound engineer fees paid separately.

A booking is confirmed only when the signed quotation acceptance has been received, ECC Accounts has verified the deposit payment, and the Church Office has rechecked availability and issued written booking confirmation.

Until written confirmation is issued, the requested dates and times remain subject to availability.

The remaining venue hire balance and the refundable security bond must be paid no later than 14 days before the event.

Payment may be made using the payment methods and instructions provided in the quotation. Proof of payment may be requested to assist with reconciliation.

The security bond will be refunded following the event, subject to inspection and any deductions permitted under this policy and the current Venue Hire Rates & Fees.

6) Cancellation & Rescheduling

We understand that circumstances may change and that a hirer may need to cancel or reschedule an event.

If you need to cancel or change your booking, please notify the Church Office in writing as soon as possible.

The 20% booking deposit is non-refundable as a standard condition of hire. However, requests for cancellation, rescheduling, deposit transfers or exceptional refunds may be considered by the Church Office Administrator on a case-by-case basis.

Any decision will take into account the circumstances of the request, notice provided, venue availability, costs already incurred and any other relevant considerations.

Rescheduling is subject to venue availability and written confirmation from the Church Office. Additional charges may apply where the revised arrangements differ from the original booking.

Where a booking is cancelled, any refundable security bond and other amounts paid will be reviewed, with applicable refunds confirmed in writing.

Epping Church of Christ reserves the right to cancel or amend a booking where necessary due to safety concerns, unforeseen circumstances, facility unavailability or a breach of the Facility Hire Policy. Any applicable refund arrangements will be communicated directly to the hirer.

All cancellation and rescheduling decisions will be confirmed in writing by the Church Office.

7) Insurance Requirement

Hirers must provide one of the following:

- Evidence of Public Liability Insurance appropriate to the event; or
- A signed Church Liability Waiver.

The required document must be submitted to the Church Office no later than 14 days before the event.

The Church Office will provide the Church Liability Waiver where required.

The Church Office may request additional information or clarification where necessary before approving the event arrangements.

The event may not proceed unless the required insurance evidence or signed Church Liability Waiver has been received and accepted by the Church Office.

8) Care & Responsible Use of the Premises

To help us care for our facilities and provide a welcoming environment for everyone, we ask all hirers to treat the premises, furnishings and equipment with care.

Hirers are responsible for ensuring that:

- The premises and equipment are used safely and appropriately.
- The agreed access times are observed, including setup, event activities, pack-down and departure.
- The premises are left clean and tidy, with furniture and equipment returned to their original positions unless otherwise arranged.
- All rubbish, decorations and personal belongings are removed after the event.
- Keys, access arrangements and security instructions provided by the Church Office are followed.
- The premises are securely locked and the alarm system is activated when leaving, where applicable.

Any accidental damage, equipment malfunction or security concern must be reported to the Church Office Administrator as soon as possible.

A post-event inspection may be conducted by the Church Office or an authorised representative.

The church reserves the right to recover reasonable costs arising from:

- Damage to the premises, furnishings or equipment, beyond reasonable wear and tear.
- Missing or damaged church property.
- Additional cleaning required as a result of the hire.
- Lost or unreturned keys or related security costs.

These costs may be deducted from the refundable security bond in accordance with the current Venue Hire Rates & Fees.

Any deductions will be documented and communicated to the hirer. Where reasonable costs exceed the security bond, the church may seek reimbursement of the additional amount.

9) Venue Capacity

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

Please discuss anticipated guest numbers with the Church Office when making your enquiry.

10) Decorations, Confetti & Bubbles

We love celebrations and want your event to feel special. Decorations, flowers, candles, confetti and bubbles are welcome, provided they are used responsibly and do not cause damage or create safety hazards.

Decorations & Candles

- Flowers and decorations are welcome.
- Decorations must be installed and removed carefully to avoid damaging walls, floors, furniture or church equipment.
- Lit candles must be discussed with and approved by the Church Office in advance.
- Candles must be placed in suitable, stable holders with drip trays or protective containers to ensure that melted wax is fully contained.
- Candles must be kept away from flammable materials, decorations and furnishings.
- Lit candles must not be left unattended and must be extinguished before leaving the premises.
- Any wax spills, stains or damage may result in additional cleaning or repair charges.

Confetti

- Confetti is permitted inside the church only.
- Confetti is not permitted outside the church premises.
- Any confetti used indoors must be cleaned up and removed after the event.

Bubbles

- Bubbles are permitted, provided they are used responsibly.

- Hirers must ensure that bubble solution does not leave soapy, sticky or slippery puddles or residue on floors, carpets, furniture or other church surfaces.
- Any spills or residue must be cleaned up promptly to prevent slipping hazards, staining or damage.

Additional cleaning or repair costs may apply where decorations, confetti, bubbles or other event activities result in damage or require cleaning beyond normal use.

11) Photography & Videography

Photography and videography are welcome.

12) 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.

Please discuss any particular parking requirements with the Church Office before your event.

13) AV / Sound System Requirements

Use of church audiovisual equipment must be arranged with the Church Office in advance.

The church sound desk must be operated by a qualified sound engineer. Hirers may provide their own suitably qualified sound engineer, subject to approval by the Church Office, or request assistance in arranging an ECC technician, subject to availability.

The church ProPresenter computer may be operated by a hirer-provided operator. The Church Office may assist with preparing presentation materials before the event but does not provide an operator during the event.

Livestreaming is available only by prior arrangement and is subject to equipment, personnel availability and technical requirements.

Hirers are responsible for ensuring that church equipment is used appropriately and for reasonable costs arising from damage caused by misuse.

Any technician or sound engineer engaged for the event is paid directly by the hirer. These fees are separate from ECC venue hire charges.

14) Kitchen Use

Kitchen use is not automatically included in venue hire.

Hirers requiring access to the kitchen must discuss their requirements with the Church Office in advance, including food preparation, cooking, serving arrangements and equipment required.

Access to kitchen facilities and equipment is subject to approval and must be included in the agreed venue hire arrangements.

Additional fees may apply depending on the type of kitchen use, facilities and equipment required, food preparation arrangements and cleaning requirements.

Hirers are responsible for leaving the kitchen and any equipment used in a clean and tidy condition and complying with applicable food safety requirements.

15) Approval

All facility hire arrangements are subject to availability, suitability and approval by Epping Church of Christ.

The Church Office Administrator is authorised to assess venue hire enquiries, approve suitable bookings, agree on hire fees and arrangements, and make decisions regarding cancellations, rescheduling and exceptional circumstances in accordance with this policy.

The church reserves the right to decline or cancel a booking where the proposed use is unsuitable or inconsistent with the church's beliefs, mission, values or facility requirements.

All confirmed bookings and any subsequent changes must be documented in writing by the Church Office.

16) 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.