



Good Shepherd Lutheran Church, Witta

Booking Guidelines

Introduction

The Witta Lutheran Church was built to honour and worship God. It is dedicated to the promotion of the Christian Gospel; Christian worship and teaching. As such, it is not available for ceremonies, meetings or events by any faith which would not be in alignment with the [beliefs](#) of the Lutheran Church of Australia.

Enquiries, Bookings and Cost

Please contact Phil Thamm (Church Chairman), mob: 0435 062 851 and email: office@wittalutherans.org.au. On request, a Booking Agreement form will be provided. The cost of hire for the building is \$300.00. A one third deposit (\$100.00) is requested upon booking with final payment to be made 7 days prior to the hire date. Arrangements for access to the building will be advised by the Chairman.

Bond

A bond of \$200.00 is payable 7 days prior to the hire date. The bond will be returned in full, after the hire date, provided that the conditions of use have been met.

Public Liability Insurance (Certificate of Currency)

Our Church insurance covers our own church events, employees and volunteers. It also covers one-off hiring events, such as weddings. If a Hirer wishes to make a booking on a regular basis, the Hirer will need to provide their own valid Public Liability Insurance. This insurance will need to be sighted before the hire date.

No Signs or Any Changes to the Building

We request that no signs be attached (by any means) to any surface in the building (internally or externally), without prior approval. Please discuss any need for signs at the time of booking. We also respectfully ask that no change be made to any part of the building or fixtures.

No Smoking, Illicit Drugs or Alcohol

We request that there be no smoking, drug use or alcoholic beverages on or in any part of our church property.

Responsibility for any Breakage or Damage

The Hirer is responsible for the proper use of the building and grounds. Any breakage or damage, by the Hirer or by any person connected to the hire, is the responsibility of the Hirer. Any breakage or damage to be made good, repaired or replaced by the Hirer.

Responsibility for Cleaning

The Hirer is responsible for leaving the church and grounds in a clean and tidy manner with all rubbish removed. Any extra costs incurred for cleaning will be charged to the Hirer or deducted from the bond.

Inspection

A Witta Lutheran Church representative is entitled to inspect the building and grounds at any time during the Hirer's use if, at its discretion, it is believed warranted. Also, we hope that you will understand that if any group or person is found to be using the property improperly, they may be asked to leave.

Booking Confirmation

To confirm your booking, we require a signed copy of our Booking Agreement and the Deposit.

Privacy Statement

Any personal information provided by the Hirer will be used solely for the purpose of managing their booking. At any time, the Hirer may request access to this information.