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# EVENT MANAGEMENT

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CANBERRA CITY UNITING CHURCH

69 Northbourne Avenue, Canberra ACT

GPO Box 1526, Canberra ACT 2601

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# WELCOME

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## TO PILGRIM HOUSE CONFERENCE CENTRE

We would like to thank you for your enquiry with Pilgrim House Conference Centre and look forward to working with you to plan your next event.

We hope you find this information useful and if you have any queries or would like to discuss options for your event, please do not hesitate to contact us.

Susan du Boulay  
Centre Manager

# FUNCTION SPACES

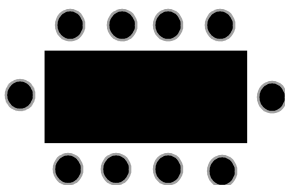
## FUNCTION ROOM CAPACITIES

FUNCTION ROOM	BOARD	THEATRE	CLASSROOM	SQUARE	HORSE-SHOE	CIRCLE
Binns Room	12	-	-	-	-	-
Gifford Room	16	40	16	16	24	25
Riley Hall	24	100	72	30	56	35+
Johnson Auditorium	-	200	-	-	-	-

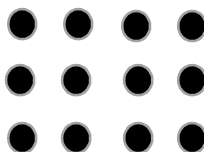
## ROOM SET UP OPTIONS

The following room set up options are the more common styles. Conference rooms can and have been setup in a number of ways. Our conference facilities are flexible so if there is a specific requirement or variation, our team are more than willing to accommodate.

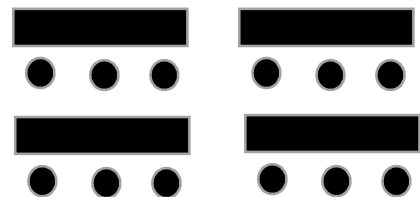
BOARD



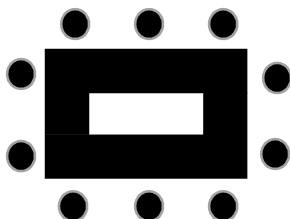
THEATRE



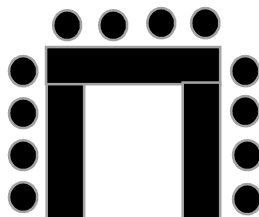
CLASSROOM



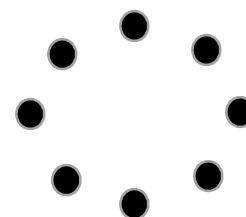
SQUARE



HORSESHOE



CIRCLE



## FUNCTION ROOM HIRING FEES

FUNCTION ROOM	SESSION	RATES
<u>Binns Room</u> 8.30am-12.00pm OR 1.00pm-5.00pm 8.30am – 5.00pm 6.00pm onwards	Half Day Full Day Evening	\$110 \$170 \$115
<u>Gifford Room</u> 8.30am-12.00pm OR 1.00pm-5.00pm 8.30am – 5.00pm 6.00pm onwards	Half Day Full Day Evening	\$145 \$235 \$165
<u>Riley Hall</u> 8.30am-12.00pm OR 1.00pm-5.00pm 8.30am – 5.00pm 6.00pm onwards	Half Day Full Day Evening	\$225 \$405 \$260
<u>Johnson Auditorium</u> 8.30am-12.00pm OR 1.00pm-5.00pm 8.30am – 5.00pm 6.00pm onwards	Half Day Full Day Evening	\$270 \$455 \$295

**PLEASE NOTE: Times include your setup and pack up time. Additional time will incur a minimum caretaking fee of \$70.00.**

## EQUIPMENT HIRING FEES

ITEM	SESSION
Digital Projector/Laptop	\$95
Flip Chart & One pad of paper	\$35
Additional Flip Chart Pad	\$20
Public Address System	No charge
White Board (No markers supplied)	No charge
Screen	No charge
Microphone and Lectern	No charge

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# CATERING OPTIONS

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## BEVERAGES

	Cost/Code	
Continuous tea and coffee – full day	\$6.50 per person	DSC
Continuous tea and coffee – half day	\$3.50 per person	DS

## MORNING AND AFTERNOON TEA

Savoury	Cost/Code
Mixed Vegetarian Savoury Tartlets – Thyme and Sweet Potato, Honey Baked Roast Vegetables, Mushroom – 2 per serve	\$8.00 per serve #1
Creamy Chicken and Blue Cheese Tart – 2 per serve	\$8.00 per serve #2
Balsamic Glazed Cherry Tomato & Feta Tartlets – 2 per serve	\$7.60 per serve #3
Freshly Baked Large Croissants with Double Smoked Leg Ham and Cheese	\$7.00 per serve #4
Freshly Baked Croissants filled with Smoked Atlantic Salmon and Brie Cheese	\$7.80 per serve #5
Savoury Muffins with Butter (available in Gluten Free)	\$6.80 per serve #6
Mini Mixed Homemade Quiche – 2 per serve (available in Gluten Free)	\$7.00 per serve #7
Freshly Baked Smoked Atlantic Salmon and Rocket Tartlets	\$5.20 per serve #8
Sweet	Cost/Code
Mini Chocolate Dipped Cronuts – 2 per serve (available in Gluten Free)	\$6.00 per serve #9
Mixed Mini Fruit and Chocolate Flans – 2 per serve	\$6.20 per serve #10
Cinnamon Dusted Pikelets with Whipped Cream and Jam – 3 per serve (available in Gluten Free)	\$5.20 per serve #11
Freshly Baked Mixed Sweet Muffins	\$5.00 per serve #12
Fresh Mixed Cupcakes	\$5.20 per serve #13
Mixed Sweet Mini Muffins and Mixed Pastry Platter – 2 per serve	\$6.00 per serve #14

Large Style Cookies/Biscuits (available in Gluten Free)	\$5.20 per serve #15
Cakes and Slices Platter – 3 per serve (available in Gluten Free)	\$6.20 per serve #16
Mixed Friands (Gluten Free)	\$5.50 per serve #17
Scones with Jam and Cream – 2 per serve (available in Gluten Free)	\$6.00 per serve #18
Mixed Pastry Platter – 2 per serve	\$6.00 per serve #19
Freshly Baked Croissants and Pastry Platter – 1.5 per serve	\$6.00 per serve #20
Apple Cinnamon Scrolls	\$6.00 per serve #21
Mixed Fruit Platter	\$5.50 per serve #22
Fruit and Cheese Platter (Gluten Free crackers available on request)	\$6.50 per serve #23

## LUNCH

### Cost/Code

Variety of Mixed Cold Wraps – 4 Pieces Per Person	\$9.00 per serve #24
Variety of Mixed Cold Wraps and Sandwiches – 5 Pieces Per Person (3 Cold Wrap Rounds + 1/2 Sandwich)	\$9.50 per serve #25
Mixed Wraps Hot and Cold – 4 pieces per person (2 Cold Wraps + 2 Hot Wraps)	\$10.50 per serve#26
Combination Variety of Mixed Cold Wraps and Open Danish Sandwiches 4 pieces per person (2 Cold Wraps + 2 Open Danish Sandwiches)	\$10.00 per serve#27
Variety of Mixed Fresh Sandwiches from freshly baked bread 6 pieces per person (1 and 1/2 sandwiches per person)	\$8.60 per serve #28
Variety of Fresh Baguettes and Mixed Cold Wraps – 4 pieces per person (2 pieces baguette and 2 cold wraps)	\$10.50 per serve#29

## SURCHARGE

A surcharge of \$25 applies to catering orders which covers the delivery charge (one delivery) and service fee. The surcharge does not apply to beverages.

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# TERMS AND CONDITIONS

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## BOOKING REQUIREMENTS

Prior to the confirmation of a booking the Centre Manager must be in receipt of a completed and signed Hiring Application along with a current public liability certificate of currency. If catering is required a completed and signed Catering Order Form. On receipt of these documents confirmation of the event will be acknowledged via email.

## PUBLIC LIABILITY INSURANCE

Hirers of the conference centre facilities are required to arrange their own public liability insurance.

## AFTER HOURS SURCHARGE

Rooms booked for after office hours (8.30am to 5.00pm) attract an additional charge to meet caretaking requirements. Minimum charge (includes first two hours) \$70; additional time per hour \$35.

## CANCELLATION

If a booking is cancelled within fourteen (14) days prior to the event 30% of agreed hire charge will apply; within seven (7) days 50% of agreed hire charge will apply; within two (2) days all charges will apply. Written confirmation of the cancellation is required.

## FINAL NUMBERS

The client is required to confirm final numbers at least four (4) working days prior to the event. No reduction in cost will be applied if the actual attendance is lower than advised; however, the client will be charged for any additional attendees.

## PRIOR AND POST EVENT ACCESS

The client is required to commence and conclude the event in accordance with the agreed scheduled time (as outlined on page 4). If an event exceeds the booking time frame, additional charges will apply.

## ROOM ALLOCATION

Pilgrim House Conference Centre reserves the right to assign an alternative room if the originally assigned room becomes unavailable or inappropriate.

## CONSUMPTION

No food or drink, including liquor, of any description may be brought onto the premises of Pilgrim House Conference Centre without the prior permission of the Centre Manager.

## PARKING

Car parking is available in the voucher parking area (cnr Northbourne Avenue and London Circuit) or in the multi-storeyed car park in Marcus Clarke Street, both less than five minutes walking distance from Pilgrim House. On-site parking is available to people with disability.

## PAYMENT

Full settlement of the account is required within seven (7) days of receipt of invoice.

## PAYMENT METHODS

### Cash

Canberra City Uniting Church reception. Office hours 9.00am to 4.00pm Monday to Friday.

### Cheque

Payable to Canberra City UCA, PO Box 1526, Canberra ACT 2601

### Electronic Funds Transfer

Account Name: Canberra City UCA – Conference Centre

Bank: Uniting Financial Services

BSB: 634 634

Account No: 100037297

Description: Invoice Number

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# CHECK LIST

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To ensure your booking is secure please forward the completed Hiring Application to ***office@canberracityuca.org.au*** to receive an email of confirmation.

- Hiring Application completed. (PDF available on website)
- Catering Order completed. (PDF available on website)
- Certificate of Currency for public liability insurance.