

PILGRIM HOUSE CONFERENCE CENTRE 2017



Reasonable rates
Central location
Easy access

Canberra City Uniting Church



Pilgrim House Conference Centre

ABOUT PILGRIM HOUSE CONFERENCE CENTRE

Pilgrim House Conference Centre is located on the corner of Northbourne Avenue and Rudd Street (adjacent to the Jolimont Centre), right in the centre of the city, close to government and corporate offices. Just 200m from the conference centre is the vibrant café and entertainment precinct and The Canberra Centre retail mall.

CONFERENCE ROOMS

Conference accommodation ranges from a boardroom seating 12 to a tiered auditorium seating up to 200.

CONFERENCE AREAS



BINNS ROOM

The Binns Room, a small boardroom, seating 10-12 people at a table.

GIFFORD ROOM

The Gifford Room, a very practical and popular room, seating around 40 people in a theatre arrangement and 16-20 people at tables, providing a view across part of the plaza. The Gifford Room is located next to Riley Hall and can be used separately or as an adjunct by opening interconnecting doors.

RILEY HALL

The Riley Hall, ideally suited for seminars, syndicate work etc. The accent is on flexibility of seating arrangements. It has a parquet floor and can accommodate up to 100 people in a theatre arrangement and up to 70 people at tables.

JOHNSON AUDITORIUM

The Johnson Auditorium, an attractive theatrette with a seating capacity for up to 200 people. A special feature is the presence of stage lights over the podium which are provided with dimmer switches. The Auditorium is suitable for a wide range of activities including symposia, lectures, annual general meetings, product launches, chamber music recitals, play readings, one person play production etc.

FOYER

The Foyer, provides an area suitable for some catering purposes, such as morning and afternoon teas, light lunches, suppers etc.. Please discuss your needs with the Pilgrim House Conference Centre Manager before proceeding.

Area	Theatre	Cocktail	Classroom	U shape	Boardroom	Cafe
Binns					12	
Gifford	40		16	16	16	24
Riley Hall	100		72	30	24	56
Johnson	200					
Foyer		250				



SERVICES

- DEDICATED MANAGER
- CATERING
- EQUIPMENT HIRE
- PHOTOCOPYING AND FAX SERVICE
- INSPECTION OF PREMISES

PARKING

Car parking is available in the voucher parking area (cnr Northbourne Avenue and London Circuit) or in the multi-storied 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.

SERVICES

CATERING

Pilgrim House Conference Centre offers a wide range of catering options. These include Morning Tea, Afternoon Tea, Lunch, and Conference Packages. Please discuss your specific needs with the Pilgrim House Conference Centre Manager.

EQUIPMENT

Most equipment, such as projection screens, whiteboards and microphones are provided free of charge to hirers.

Other equipment may be hired at a reasonable cost such as DVD player with large monitor mounted on a mobile stand, digital projector, flipchart and flipchart paper.

PHOTOCOPYING AND FAX SERVICE

Photocopying and fax services can be provided at cost. Please contact Pilgrim House Conference Centre Manager if you need to use these services during your stay.

PARKING

Car parking is available in the voucher parking area (cnr Northbourne Avenue and London Circuit) or in the multi-storied 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.

INSPECTION OF PREMISES

You are invited to visit our facilities and inspect the rooms. Please phone the Pilgrim House Conference Centre Manager on 6257 4600 to make an appointment to visit us at your convenience.

INFORMATION TO HIRERS

CONTACT DETAILS

Site: 69 Northbourne Avenue, CANBERRA ACT 2600

Postal: GPO Box 1526, CANBERRA ACT 2601

Tel: 02 6257 4600

Fax: 02 6257 4230

Email: pilgrimconference@canberracityuca.org.au

Web: www.canberracityuca.org.au

ABN: 92 155 739 154

DEPOSIT

A deposit is not normally payable unless you are using our facilities for the first time. However, where a booking is made three or more months in advance or a booking for three days or more, a non-refundable deposit, equal to 15% of the agreed hiring charge will be required with the completed application form.

EMERGENCY RESPONSE

In accordance with Work Safety Regulations Emergency Procedures training may occur during your stay in the Conference Centre. We would appreciate your assistance in participating in the exercise.

ACCESS

Our facilities are accessible to people with disability. On site parking is available so please contact us for directions. If you require further information please contact the Pilgrim House Conference Centre Manager.

PUBLIC LIABILITY INSURANCE

Hirers of the conference centre facilities are required to arrange their own public liability insurance. Evidence of this cover by the presentation of an appropriate Certificate of Currency may be requested from first time users. Single event public liability insurance can be arranged for a fee if required. Please discuss your requirements with the Pilgrim House Conference Centre Manager.

USE BY COMMONWEALTH AGENCIES

It is acknowledged that notwithstanding any provision to the contrary in this contract for venue hire, the Commonwealth of Australia (however described in this contract) will not be liable to the venue owner or any other person or occupier of the venue (however described) for any loss or damage (including consequential losses) in connection with the Commonwealth's hire of the venue: (a) notified to the Commonwealth more than 12 months after the first day of hire of the venue; or (b) for an amount which in aggregate is \$5 million or more; or (c) to the extent that such loss or damage was caused by the negligent or wilful act of employees, contractors or subcontractors of the owner or occupier of the venue.



FOYER

AFTER HOURS SURCHARGE

Rooms booked for after office hours, weekends and public holidays attract an additional charge to meet caretaking requirements. Prices include GST.

Minimum charge (includes first two hours)	\$70.00
Additional time (per hour)	\$35.00
After midnight and weekends (per hour)	\$45.00

CANCELLATION POLICY

There are times when you may need to cancel a tentative or confirmed booking. Please remember that keeping your booking in our diary when you no longer need it precludes us from offering the room to someone else. We would be grateful if you would inform us promptly if any of your requirements change. Please note that all cancellations to confirmed bookings are to be in writing. Tentative bookings should be confirmed as soon as possible.

Cancellation of a confirmed booking will incur the following charges:	
8-14 days notice	30% of agreed hire charge
1-7 days notice	50% of agreed hire charge
Cancellation on day of booking	Agreed hire charge
Cancellation of a reconfirmed booking at any time.	Agreed hire charge

In addition to the above cancellation fees, cancellation at any time of any booking made three or more months in advance or a multiple day booking for three days or more will also result in forfeiture of the non-refundable deposit paid at the time of booking.

PAYMENT ARRANGEMENTS

Clients are normally invoiced at the completion of hiring and the account forwarded by email to the indicated address on the hiring application form.

Clients are asked to settle their accounts within seven days (7 days) of receipt of the invoice.

Payments can be made by cheque or direct debit as indicated on the invoice.

CATERING

Pilgrim House Conference Centre can cater for Breakfast, Morning Tea, Afternoon Tea, Lunch, Dinner, Conference Packages and Cocktail functions. For details contact the Pilgrim House Conference Centre Manager.

SPECIAL REQUIREMENTS

Should you have any special dietary requirements please advise the Pilgrim House Conference Centre Manager to ensure your needs are met.

OUTSIDE CATERING

Outside catering is not permitted when hiring Pilgrim House Conference Centre. If you have a specific request please contact the Pilgrim House Conference Centre Manager.



JOHNSON AUDITORIUM

CATERING PRICES

Pilgrim House Conference Centre is pleased to offer clients a range of catering options. Listed below is the basic Morning Tea and Afternoon Tea options. Please discuss your specific catering requirements with the Pilgrim House Conference Centre Manager. Prices include GST.

BASIC CATERING MENU

Menu Code	Description	Per person (Inc GST)
Standard	Water and mints on table per session.	Included
DS	Half Day: Percolator coffee, Decaffeinated coffee, Tea, Herbal teas, and Orange/Apple juice.	\$3.50
DSC	Full Day: Percolator coffee, Decaffeinated coffee, Tea, Herbal teas, and Orange/Apple juice.	\$6.50
SA	Morning/Afternoon Tea: Variety of biscuits and assorted slices.	\$3.50

ADDITIONAL CATERING MENUS

Pilgrim House Conference Centre can provide additional catering to the above. This includes additional Morning Tea and Afternoon Tea menus, Lunch, and Conference Packages. Please discuss your specific catering requirements with the Pilgrim House Conference Centre Manager.

OUTSIDE CATERING

Outside catering is not permitted when hiring Pilgrim House Conference Centre. If you have a specific request please contact the Pilgrim House Conference Centre Manager.

CHARGES

We aim to keep our charges affordable and within reach of all prospective groups. If you are a not-for-profit community organisation please speak with the Pilgrim House Conference Centre Manager.

EQUIPMENT HIRE

Most equipment is provided free of charge to hirers. Other equipment may be hired at a reasonable cost.

PHOTOCOPYING AND FAX SERVICE

Photocopying and fax services can be provided at cost. Please contact Pilgrim House Conference Centre Manager if you need to use these services during your stay.



RILEY HALL

SCHEDULE OF CHARGES (Inc GST)

SPACE	SESSION	RATES \$ (Inc GST)
Binns Room	Half Day	102.00
	Full Day	169.00
	Evening	115.00
Gifford Room	Half Day	141.00
	Full Day	235.00
	Evening	163.00
Riley Hall	Half Day	223.00
	Full Day	404.00
	Evening	261.00
Johnson Auditorium	Half Day	271.00
	Full Day	455.00
	Evening	295.00
Church/Narthex/Foyer	By agreement	

Key:

HALF DAY	means	a morning session or an afternoon session	8.30am to 12.00pm 1.00pm to 5.00pm
FULL DAY	means	morning plus afternoon session	8.30am to 5.00pm
EVENING	means	period from 6.00pm onwards	6.00pm onwards

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

A day plus evening session attracts the full day rate plus the evening rate.

The Church and Narthex (Church foyer area) are not normally available for use as conference facilities. The Church however, may be available for non commercial concert purposes by agreement.

MISCELLANEOUS CHARGES (Inc GST)

DVD Player + Monitor (per day or part of day)	\$50.00
Digital projector (per day or part of day)	\$95.00
Flipchart	\$22.00
Flipchart paper (pad of 25 sheets) each	\$28.00
Microphone: Roving/Lapel	\$85.00

HIRING APPLICATION 2017

Pilgrim House Conference Centre

ABN: 92 155 739 154

69 Northbourne Avenue, Canberra City ACT 2600

GPO Box 1526, Canberra ACT 2601

T: 02 6257 4600 | F: 02 6257 4230

HIRING DATE _____ NUMBER ATTENDING _____

TIME REQUIRED Morning Session [8.30am to 12.00pm] *Please note: Your preparation and clearing up is to be included in the stipulated time. If additional time is required a caretaking fee of \$70 will apply.*
 Afternoon Session [1.00pm to 5.00pm]
 Full Day [8.30am to 5.00pm]
 Evening [6.00pm to 11.00pm]

SPACE REQUIRED Binns Room Boardroom
 Gifford Room Classroom
 Riley Hall U shape
 Johnson Auditorium Cafe
 Church/Narthex/Foyer Theatre
 Other _____

EQUIPMENT REQUIREMENTS Public address system (Riley Hall & Johnson Auditorium only) No charge
 White Board (markers NOT supplied) No charge
 Screen No charge
 Flipchart (includes 1 pad) \$30 per session
 Flipchart paper. Number of additional pads required _____ \$28 per pad
 TV/DVD \$50.00 per session
 Digital Projector / Laptop \$95.00 per session

CATERING REQUIREMENTS YES (Please complete the Catering Order Form)
 NO (Outside catering is not permitted when hiring the Conference Centre)

ADDITIONAL INFORMATION TO NOTE _____

HIRER DETAILS

Name of organisation _____

Postal address _____

Purchase Order No. _____ Tel: _____

Contact person _____ Contact number _____

Email contact _____

Invoice email address _____

Please print clearly

AGREEMENT

I agree to pay all fees due and any cancellation fee incurred. I understand that a deposit may be required prior to the event and that all costs related to the event will be paid within seven (7) days of receiving the Invoice unless a prior arrangement exists. We hold appropriate public liability insurance and a certificate of currency can be provided on request.

Signature _____ Date _____

Please forward the completed Hiring Application to Pilgrim House Conference Centre:
Facsimile: 02 6257 4230 | Email: pilgrimconference@canberracityuca.org.au

PILGRIM HOUSE CONFERENCE CENTRE

MANAGER

The Pilgrim House Conference Centre Manager extends a warm welcome to you and is available to assist with planning your function.

Let us help you make the best choice in conference area and seating plan to ensure your guests are comfortable. Also, discuss with us the most appropriate catering option to fit within your schedule and budget.

During your stay at Pilgrim House Conference Centre we will be available to lend a hand and answer any questions that you may have to ensure your stay is as pleasant and productive as possible.

Manager

Pilgrim House Conference Centre

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