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# EVENT MANAGEMENT

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CANBERRA CITY UNITING CHURCH

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GPO Box 1526, Canberra ACT 2601

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UPDATED Jan 2022



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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

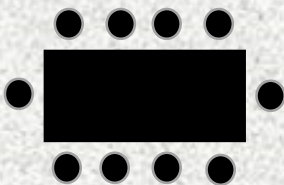
## FUNCTION ROOM CAPACITIES

FUNCTION ROOM	BOARD	THEATRE	CLASSROOM	SQUARE	HORSE-SHOE	CIRCLE
Binns Room	10	-	-	-	-	-
Gifford Room	16	40	16	16	24	25
Riley Hall	20	90	70	30	50	35+
Johnson Auditorium	-	200	-	-	-	-

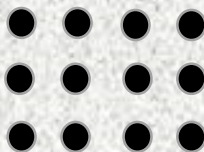
## ROOM SET UP OPTIONS

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.

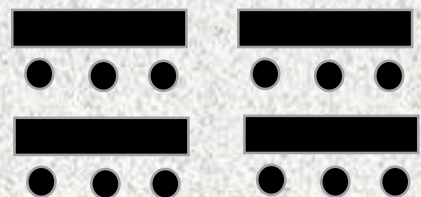
BOARD



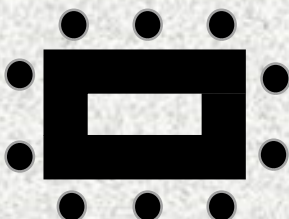
THEATRE



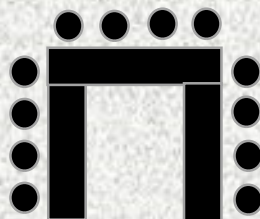
CLASSROOM



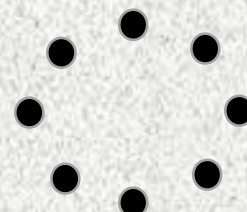
SQUARE



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
Mini Meat Pie & Sausage Roll (2 per serve)	\$8.00 per serve #1
Balsamic Glazed Cherry Tomato with Basil & Crumbed Feta Tartlets (2 per serve)	\$7.60 per serve #2
Freshly Baked Large Croissants with Double Smoked Leg Ham and Cheese	\$7.00 per serve #3
Mini Mixed Homemade Quiche with a Variety of Flavours (2 per serve)	\$7.80 per serve #4
Platter of Pan Seared Tandoori Chicken Skewers with a Cucumber Dipping Sauce (45 pieces per platter)	\$95.00 per platter #5
Savoury Hot Platter – Satay Chicken Skewers, Spinach Ricotta Filo's, Vegetable Lentil Samosa, Mini Quiche Lorraine & Aussie BBQ Meat Balls (80 pieces per platter)	\$95.00 per platter #6

Sweet	Cost/Code
Mixed Mini Fruit Tartlets with a Rich Chocolate Filling and Sweet Glaze (2 per serve)	\$7.00 per serve #7
Three Flavours of Freshly Baked Mixed Homemade Mixed Sweet Muffins	\$6.50 per serve #8
Mixed Three Flavours of Sweet Mini Muffins and Mixed Pastry Platter – 2 per serve	\$7.00 per serve #9
Large Style Cookies/Biscuits	\$5.80 per serve #10
Cakes and Slices Platter – 3 types per serve	\$7.00 per serve #11
Mixed Friands – Raspberry & Blueberry (Gluten Free)	\$6.50 per serve #12
Lemonade Scones with Jam and Cream (2 per serve)	\$7.50 per serve #13
Mixed Mini Pastry Platter (2 per serve)	\$7.00 per serve #14
Large Mixed Pastry Platter (strawberry, chocolate & mixed berry filled)	\$6.50 per serve #15



Slow Braised Apples Encrusted in a Sweet Cinnamon Scroll	\$7.00 per serve #16
Mixed Fruit Platter (Melons, Pineapple, Grapes, Kiwi fruit, Strawberries and Oranges (Seasonal Mandarins)	\$6.50 per serve #17
Australian Three Cheese Platter with Fresh Fruit and Crisp Crackers	\$7.80 per serve #18

## LUNCH

### Cost/Code

Mixed Platter of Turkish Rolls, Baguettes, Focaccias filled with unique flavours and homemade chutneys and seasoned meats (1/2 Roll + 1/2 Baguette + 1/2 Focaccia per serve)	\$11.00 per serve#19
Variety of Mixed Cold Wraps and Sandwiches filled with unique flavours and homemade chutneys and seasonings (3 Cold Wrap Rounds + 1/2 Sandwich per serve)	\$10.50 per serve#20
Mixed Wraps Hot and Cold (2 Cold Wraps + 2 Hot Wraps per serve)	\$11.00 per serve#21
Combination Variety of Mixed Cold Wraps and Gourmet Style Open Sandwiches (2 Cold Wraps + 2 Open Danish Sandwiches per serve)	\$11.00 per serve#22
Variety of Mixed Fresh Sandwiches from freshly baked bread (1 and 1/2 sandwiches per serve)	\$9.50 per serve #23
+Variety of Fresh Baguettes and Mixed Cold Wraps (2 pieces baguette and 2 cold wraps per serve)	\$11.00 per serve #24
Lunch Hamper (1 Sandwich or 1 Roll) + 1 Apple or Banana + 1 Cookie + 300ml Juice bottle or sparkling min water - small chocolate treat, all in disposable recyclable packaging	\$16.80 per serve #25
'Eat a Fajita' combination of BBQ Seasoned Chicken and Rice Fajita with Fresh Flour Tortillas, Lettuce, Tomato Salsa, Sour Cream & Cheese. All set out so that you get to make your own Fajita with the combinations that you like.	\$11.00 per serve #26

#### NOTE:

We are happy to accommodate Gluten Free and any other Dietary Requirements for your group. Please let us know your needs on the Catering Order Form.

#### SURCHARGE

A surcharge of \$25 applies to catering orders (covers one delivery charge 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 (5.00pm onwards) 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.