

Pilgrim House Conference Centre

Event Management



WELCOME

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.

FUNCTION SPACES

THE JOHNSON AUDITORIUM

The Johnson Auditorium is an attractive theatrette with a seating capacity for up to 200 people. The Auditorium is wired for sound and has audio recording facilities. A special feature is the presence of stage lights, with dimmer switches, over the podium. It includes a lectern, standard microphone, whiteboard and projector screen. A projector or laptop is available on request.

Room Setup Options	Theatre
	200

THE RILEY HALL

The Riley Hall is ideally suited for seminars, syndicate work, meals etc. The accent is on flexibility of seating arrangements. It has a parquet floor, is wired for sound and can accommodate up to 90 people in a theatre arrangement and 40-50 people at tables. It includes a ceiling digital projector and screen. A laptop, lectern, microphone, or whiteboard are available on request.

Room Setup Options	Board	Theatre	U Shape	Café
	20	80	35	50

THE GIFFORD ROOM

The Gifford Room is a very practical and popular room seating around 40 people in a theatre arrangement and 18-20 people at tables, providing a view across part of the courtyard of Pilgrim Place. The Gifford Room is located next to the Riley Hall and can be used separately or as an adjunct by opening interconnecting doors. It includes a screen. A projector, laptop, lectern, or whiteboard are available on request.

Room Setup Options	Board	Theatre	U Shape	Café
	16	40	18	24

THE BINNS ROOM

The Binns Room is a small boardroom seating 10 people. It includes an electronic whiteboard. A projector, laptop or screen are available on request.

Room Setup Options	Board
	10

THE FOYER

The Foyer provides an open area suitable for free-standing displays and/or catering purposes.

THE CHURCH/CHAPEL/NARTHEX

These spaces are available for small group meetings, discussion groups or for special events. Please discuss with the Conference Manager.

ROOM HIRE FEES

FUNCTION ROOM	SESSION	RATES
The Johnson Auditorium		
8.30am to 12.00pm OR 1.00pm to 5.00pm	Half Day	\$270
8.30am to 5.00pm	Full Day	\$455
6.00pm to 10.00pm	Evening	\$295
The Riley Hall		
8.30am to 12.00pm OR 1.00pm to 5.00pm	Half Day	\$225
8.30am to 5.00pm	Full Day	\$405
6.00pm to 10.00pm	Evening	\$260
The Gifford Room		
8.30am to 12.00pm OR 1.00pm to 5.00pm	Half Day	\$145
8.30am to 5.00pm	Full Day	\$235
6.00pm to 10.00pm	Evening	\$165
The Binns Room		
8.30am to 12.00pm OR 1.00pm to 5.00pm	Half Day	\$110
8.30am to 5.00pm	Full Day	\$170
6.00pm to 10.00pm	Evening	\$115
The Foyer	By agreement	
The Church/Chapel/Narthex	By agreement	

EQUIPMENT HIRE FEES

ITEM	FEE	
White Board	No charge	Note: Markers not included
Screen	No charge	
Flip Chart (includes paper)	\$40	Additional paper \$35
Digital Projector	\$95	
Laptop	\$95	
Lectern	No charge	
WIFI	WIFI available – details on request.	

CATERING OPTIONS

We provide beverages, morning and afternoon teas, lunch and evening options. We are happy to accommodate Gluten Free and any other dietary requirement for your group. Please let us know your needs on the Catering Order form. A separate menu is available from which to make your choice. A surcharge of \$35 applies to catering orders. It does not apply to beverages.

If you wish to organise your own catering, please let us know in advance. We can provide cutlery, china, napkins, linen etc. A charge of \$2 per head will apply.

TERMS AND CONDITIONS

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 the 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 under Room Hire Fees above. 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 become unavailable or inappropriate.

CONSUMPTION

No food or drink, including liquor, or 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 METHODS

Cash

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

Cheque

Payable to Canberra City UCA, GPO Box 1526, Canberra ACT 2601.

Electronic Funds Transfer

Account Name: Canberra City UCA Conference Centre

Bank: Uniting Financial Services

Description: Invoice number

BSB: 634 634

Account No: 100037297