

# Activity & Event Registration Request

## Upwey Baptist Community Church

Cnr. Darling Ave & Burwood Hwy, Upwey

Mailing Address - P.O. BOX 1206, UPWEY 3158

*Please complete this form and return to a member of the administration committee. This will help ensure we communicate well, manage our calendar and are covered for insurance purposes.*

### Organiser Details

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email address: \_\_\_\_\_

### Activity/Event Information

The is for: ☐ Regular use ☐ A one-off function

Activity/Event Name: \_\_\_\_\_

Group/Person organizing: \_\_\_\_\_

Date/s: \_\_\_\_\_

\_\_\_\_\_

Time/s: \_\_\_\_\_

\_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Anticipated number of people attending: \_\_\_\_\_

Anticipated assistance from Church Community (eg. Catering, AV, set up)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Use of UBCC Facilities required

☐ Yes      ☐ No

If yes, please provide details:

### Areas:

- ☆ Church Auditorium
- ☆ McLerie Hall & Kitchen (Upper hall, Blue carpet)
- ☆ Griffiths Hall & Kitchen (Upper hall, Beige carpet)
- ☆ Top Hall (Separate hall with outdoor play space)

Dates/times requested:

Area	Day/Date	Start time	Finish Time

Will the event be for persons under 21 years of age?

☐ Yes

☐ No

If yes, I confirm that there will be one adult per  
twenty-five children in attendance

☐ Yes

☐ No

Other	Yes	No
Additional seating for Auditorium (presently set up to seat 110)		
Use of sound equipment		

### Other Requirements/Notes/Information

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*Please ensure the facilities are left in a clean and usable state.*