



Kew Baptist Church Function Pack 2018

Community Spaces for Hire

KewBaptist
.org.au

Welcome

Kew Baptist Church has had a congregation worshipping in the heart of Kew since 1856. In addition to our weekly services, KBC has played host to a number of community groups, activities and events over the years.

Our large property has a variety of spaces available for hire* suitable for meetings, conferences, performances, rehearsals, workshops, book launches, exhibitions and leisure activities, as well as private parties, events and functions.

These spaces vary from the historic 1920s Auditorium (the main Church building), to the 1970s brutalist Newnham Hall with large and small multi-purpose rooms, and the recently completed Highbury Common Community Garden and Playground.

To request a detailed quote or to book an inspection, or if you have any questions not covered here, please do not hesitate to contact us.

We would love to help make your special event, one to remember!

Lauren Pickering,
Office Administrator

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kewbaptist.org.au/hire

 [kewbaptist](https://www.facebook.com/kewbaptist)

* All prices are a guideline for casual use. Discounts apply for ongoing weekly bookings. Other discounts may apply for NFP community groups. If your group is unable to meet the costs set out here, please speak with us directly.



The beautiful 1920s Church Auditorium is available to hire for Weddings and Funerals.

In addition, we have also hosted a number of community and charity concerts in our property over the years; the excellent acoustics make it highly suitable for musical performances, rehearsals, and audio recordings (technician available on request). There is also a raised platform at the front, plus projectors and lecterns are available for use.


Exclusions for Weddings: Minister (\$220 / \$0*), Organist if available (\$140 / \$100*), Audio Operator if available (\$80 / \$75* + rehearsal \$65 / \$50*), Flowers / Decorations (BYO).

Exclusions for Funerals: Minister (\$220 / \$0*), Organist if available (\$140 / \$100*), Audio Operator if available (\$80 / \$75*), Flowers / Decorations (BYO).

	Hourly	½ day (max 4hrs)	Full day (over 4hrs)	Other
The Auditorium (Main Church Building)	\$50	\$175	\$250	\$50 deposit [^]
- Other: Weddings (inc. Rehearsal)			\$275	
- Other: Funerals			\$165	

[^] A \$50 non-refundable deposit is required to secure any booking. This amount will be deducted from your final invoice.

* Indicates prices for KBC participant

Location: 10 Highbury Grove
Size: 300sqm
Availability: MON—SAT
Capacity: 300 seated
 accessible via ramp
Features: 1920s organ, double aisle, AV

This 1970s brutalist building is home to Newnham Hall, and additional multi-purpose rooms at ground level and on the first floor.

The Newnham Hall is well furbished with carpet flooring, white walls, and a removeable platform. It is suitable for large groups, from conferences to parties or dinners. The high ceilings and glass wall of windows give natural light and bring the outside in. It is a blank, clean canvas with many uses.

The kitchen adjacent is included in the hire of Newnham Hall, as are chairs and both round and square tables. Hire of the hall includes usage of microphone, Aux input for audio device and an HD Epson data projector. Audio technicians are available upon request. For more complex requirements, please contact the office.

	Hourly	½ day (max 4hrs)	Full day (over 4hrs)	Other
Newnham Hall	\$60	\$210	\$300	\$50 deposit^
- Other: Weddings (inc. Church)			\$375 / \$150*	
Newnham Hall + Highbury Common	\$75	\$260	\$375	\$50 deposit^

We also have a 3 head professional coffee machine that you can hire for your function. We can provide a trained barista (subject to availability) and guests pay per cup, or offer a price for hire if you provide a trained barista and consumables. Talk to us for details.

Location:16 Highbury Grove
Size: 180sqm
Availability: MON—SAT
Capacity: 120 dining / 150 seated (rows) / 180 standing
 accessible via ramp
Features: Heating, kitchen facilities, AV, conference / dining facilities.

A Space for the Whole Community.

A fantastic playground for kids, plus gas BBQs, outdoor café furniture, community composting, and surrounded by lush trees and veggie gardens in the heart of Kew.



Highbury Common is available to hire for children's parties, family functions, mothers' groups, garden lovers and community groups.

Please note, when hiring Highbury Common, we do ask that you return all used play equipment to the sheds and clean the BBQs after use.

More details are available on our Facebook page:




Highburycommon

Location: 16 Highbury Grove

Size: 360sqm

Availability: MON—SAT

 accessible via Mary Street car park

Features: Mains gas BBQs, play equipment, outdoor toys, cubby house, sand pit, grassed area.

The Common Rooms are located to the rear of Newnham Hall via the carpark at 25 Mary Street, with wheelchair access through the main foyer of the hall.

Previously these rooms have been used by playgroups and mums' groups and are well set up with small tables and chairs, as well as a washroom and children's toilet facilities. Common Room 2 is still set up as a preschool kids' room. Other uses have included art classes (washroom / wet room adjacent), book clubs, children's parties and bible studies. Easy access to Highbury Common is available via Common Room 2.

Please discuss any storage requirements with the office as we do have some space onsite available for clubs and classes. Special prices can be negotiated for hire of these rooms in addition to the Newnham Hall.

	Hourly	½ day (max 4hrs)	Full day (over 4hrs)	Other
Common Rooms 1 & 2	\$25	\$85	\$125	\$50 deposit^
Common Rooms 1 & 2 + Highbury Common	\$35	\$120	\$175	\$50 deposit^

Location: 16 Highbury Grove
Size: Room 1, 55sqm,
Room 2, 64sqm
Availability: MON—SAT
♿ accessible via foyer
Features: Heating, separate
washroom & children's toilet
(Rm 1), toys/books,
highchairs (Rm 2).

Gallery: 10 Highbury Grove



Clockwise from top left:
1920s Church building at dusk, Altar decorated for a wedding, 160th Anniversary Concert, Kew Community Carols, Weddings at KBC. Photographs courtesy of simonpickeringphotography.com.

Gallery: 16 Highbury Grove



Clockwise from top left:
Kids' holiday club, Highbury Common in bloom, Highbury Common playground, Newnham Hall (interior).

The Lounge

The Lounge was refurbished in 2015 and is a quiet meeting / workshop space on the first floor of the Newnham Hall complex.

The Lounge has been a great addition to the KBC facilities. Self-contained, with its own kitchenette, it allows small groups to have their own space, without having to go between multiple floors during their event/workshop.

The room has a table (set up boardroom style) and an additional breakout space (2/3 large couches), as well as a whiteboard, large LCD TV, and DVD facilities.

	Hourly	½ day (max 4hrs)	Full day (over 4hrs)	Other
The Lounge	\$15	\$50	\$75	\$50 deposit^

Location:16 Highbury Grove
Size: 43sqm
Availability: MON—SAT
(times tbc)
Capacity: 10-12 boardroom style, plus 10-12 in breakout
Features: BYO catering, kitchenette,

The Lindsay Holt Memorial Hall (Sports Hall) is located on the first floor of 16 Highbury Grove.

It features an undersized Basketball Court, which is often used by the Student Residence on Mary Street, as well as other local sporting and youth groups. The large open space, however, means that it is suitable for activities other than sporting ones.

Other features include a generous balcony and external staircase, which lead down to Highbury Common. There is a cupboard with ample storage attached to the Sports Hall, which can be used by groups making ongoing bookings of this space.

Due to the nature of the floor surface, this room is not suitable for very small children.

	Hourly	½ day (max 4hrs)	Full day (over 4hrs)	Other
Sports Hall (Lindsay Holt Memorial Hall)	\$30	\$105	\$150	\$50 deposit^

Location:16 Highbury Grove
Size: 200sqm
Availability: MON—SAT,
(times tbc)
Capacity: N/A
Features: N/A

Viewing is recommended.

Here is a list of commonly asked questions. Please contact the church office if anything is not covered here.

Will KBC provide a quote for hire?

Yes, we are able to provide a formal quote for hire upon request.

How do I book a venue?

The KBC office should be the first point of contact in facility booking, whether church or external event. The allocation of dates/times is made on a “first come, first served” basis. This will be waived in the event of exceptional circumstances (e.g. funerals).

Other clashes will be examined on a case-by-case basis at the discretion of the church administrator and/or the Pastor.

When can I book the venue?

As soon as you wish! Once you have your final event details, please contact the KBC office. Payments to the church can be made by cash, cheque or direct transfer to:

Kew Baptist Church
BSB. 083166
Acct. 51 544 1921.

Payments for organist, Audio technician or Minister should be paid direct to the person concerned (by bank cheque via the church office or direct debit by arrangement), and the church office notified once this has been done.

I'm getting married! Do you have a centre aisle?

Congratulations! Our beautiful Heritage listed Auditorium is nearly 100 years old, with many traditional features including an organ and circular carved windows. Baptist Churches typically have dual entrances, which internally means there are two side aisles rather than a single central aisle. This provides an elegant layout to the main auditorium. We appreciate this can be a deterrent to some couples, but don't let this put you off considering KBC as the venue for your wedding. Often, the bride will enter via one aisle and exit (with their new spouse) on the other – which can be symbolic in itself.

There are also many suitable locations where your photographer can stand to capture those key wedding moments. Photographers are welcome to visit beforehand or attend any rehearsals, so they can familiarise themselves with the venue.

Who provides additional staff?

It is the responsibility of the hirer to provide additional staff for the event. If you are hiring for a wedding or funeral, we are able to provide a Minister, Organist (if available) and AV technician (if available). Prices for these are detailed in this pack.

Can a pastor from another church perform our wedding ceremony?

Yes, we are happy for this to occur with clergy from recognised denominations and churches, who have the valid credentials from their denomination to conduct the ceremony. We also ask that they use their own marriage stationery and forms, such as the Marriage Register from their own church community.

Do I need insurance?

All events and activities held on Kew Baptist Church property or items borrowed from the church must be adequately and appropriately insured, including for public liability risk. The church's public liability insurance policy may be extended to cover private family functions (i.e. birthdays, anniversaries, engagements, weddings, or similar private events). Other groups must provide their own public liability insurance and provide a Certificate of Currency from their insurers.

Can I decorate the venue/s?

Absolutely. Our facilities are pretty much a blank canvas for any function or event, so feel free to decorate as you wish. The church building is Heritage listed, so there may be some limitations as to what can be added or changed. If in doubt, please ask.

Do ensure that you keep Fire Exits clear, and avoid hanging anything that could obstruct heaters or cause a safety risk. Any decorations must be removed at the conclusion of your hire, and any chairs, tables, toys etc., returned to their appropriate homes.

Please note that if decorations are not removed at the end of your function, or items not returned to their place/s, we may need to charge a cleaning fee.

Can I use candles, fire or special effects?

The use of candles is permitted. However, the hirer will be charged for any cleaning required due to wax spillages on carpets or other areas of the property. Fires and special effects are not permitted. For your safety and peace of mind there are evacuation diagrams in every room.

Am I responsible for cleaning the venue after my event?

Yes, we ask that you leave the facilities in a clean and tidy condition, ensuring that all items/furniture are returned to their original location. A vacuum cleaner is located in the cupboard under the stairs in Newnham Hall for you to use. There is also a dishwasher, detergent and other general cleaning supplies stored in the kitchen cupboards in Newnham Hall. There are rubbish and recycling bins along the side of Newnham Hall.

KBC is a shared space and we do ask that you please leave the facilities the same way you found them.

Is there a kitchen?

A small kitchen is available adjoining the Newnham Hall (ground level), and a kitchenette in the Lounge (first floor).

Can I provide my own catering?

Yes. We do not have catering available.

Is the venue wheelchair accessible?

The main Church Auditorium is accessible via a ramp to the right hand side of the building. Newnham Hall and Highbury Common are all accessible at ground level. We do not have lift access to the first floor where the Lounge and Sports Hall are located.

I would like to hire the hall for a conference. Can you recommend any local accommodation for interstate or overseas participants?

We have close connections to **Kew Student Residence**, which is located at 25 Mary Street (behind the church buildings). It offers quality, affordable accommodation during non-term times. From December to early February, KSR offer group bookings for 10 or more people. There are fifty beds available (twin share), as well as dining facilities, a commercial kitchen (catering can be arranged), an outdoor courtyard, internet access and shared bathrooms.

Visit

kewstudentresidence.com.au/groups
or email the KSR Manager
info@kewstudentresidence.com.au
to discuss your requirements.

The following local hotels are also available within walking distance*:

Best Western Premier Hotel (Kew)
115 Cotham Road

Quest Kew, 19-21 Walpole Street

Quality Suites Beaumont Kew
7 Studley Park Road

Apartments @ Kew Walpole Gardens,
104-106 Walpole Street

*The hirer should verify the quality of any hotels listed here. KBC will not be held liable for any losses or damages you may incur during your stay at any of these properties.

How long can I hire the venue for?

Anywhere from 1hr to 1 week (or more!)
Please enquire with the KBC office to discuss your options.

How late can I have the venue?

Please speak to the office to discuss current noise policies.

Do you have parking?

There is a small car park for approx. 10 cars to the right of the main church building. Highbury Grove also has street parking with a 2 hour limit Monday to Friday, and Saturday from 8am—12pm.

Can I leave valuable items on site?

Any valuable items left unattended on site are at the risk of the hirer.

Can I sell/serve alcoholic drinks?

The sale of alcohol is strictly prohibited. Alcohol consumption at the venue is generally not permitted; to apply for an exemption for your function please contact the office.

Can I smoke?

This a 'No Smoking' venue. We request that any smoking be done at least 5m away from the building, but smoking is not permitted in the playground area.

How do I cancel my booking?

Please send an email to the office at info@kewbaptist.net.au or call 03 9853 3292.

Getting here

We are located just 20 minutes from Melbourne CBD in the heart of Kew, and easily accessible on 3 trams, 4 bus routes and up the hill from Glenferrie Station.

Trams: 16, 48 & 109

Buses: 200, 201, 205 (to Kew Junction)
& 207 (via High Street Kew)

Trains: Belgrave, Lilydale or Alamein lines to Glenferrie Station. KBC is a 10 minute tram ride – take the no. 16 towards Kew.

Walk: 10-15 minute walk from Kew Junction,
2-3 minute walk from Cotham Rd / Glenferrie Rd

Office and inspection hours (preferred):
Monday to Thursday, 9.30 – 16.00
(except Public Holidays)

Built by Kew, for Kew.



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kewbaptist.org.au/hire

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