



# Kew Baptist Church

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*Facility Hire Pack*

Multiple spaces  
available for a  
range of events  
and activities

Book us now

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10 - 16 Highbury Grove, Kew, Victoria

(03) 9855 0070

[admin@kewbaptist.org.au](mailto:admin@kewbaptist.org.au)

[kewbaptist.org.au/facility-hire](http://kewbaptist.org.au/facility-hire)



# A Tradition of Community Engagement

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Since 1856, Kew Baptist Church has been a cornerstone of the Kew community, hosting not only weekly services but also a wide range of community groups, activities and events. Our extensive property offers diverse spaces for hire, perfect for meetings, conferences, performances, rehearsals, workshops, book launches, exhibitions, leisure activities, private parties and functions.



## Our facilities include

The Historic 1920s  
Auditorium

The 1970s Newnham  
Hall

The Highbury  
Common  
Community Garden  
and Playground

To request a detailed quote, book an inspection, or ask any questions, please contact us. We look forward to helping you make your event memorable!

### **Contact:**

Winnie Li, Office Administrator  
Email: [admin@kewbaptist.org.au](mailto:admin@kewbaptist.org.au)  
Phone: (03) 9855 0070



# The Chapel

Our beautiful 1920s Auditorium is ideal for weddings, funerals, musical performances, rehearsals and audio recordings. It features excellent acoustics, a raised platform, projectors and lecterns. Technicians may be available upon request.

**Location:** 10 Highbury Grove.

**Size:** 300sqm.

**Availability:** MON – SAT.

**Capacity:** 300 seated accessible via ramp.

**Features:** 1920s organ, double aisle, AV, heating.



Hourly

Half day  
(max 4hrs)

Full day  
(over 4hrs)

The Chapel  
(Main Church Building)

\$66\*

\$230\*

\$330\*

Weddings  
(inc. Rehearsal)

\$605\*

Funerals

\$605\*



**Minister:** enquire for availability and costs

**Audio Operator:** \$100ph, min. 3 hours

**Flowers/Decorations:** BYO

\*Price includes GST

^A \$55 non-refundable deposit is required to secure any booking. This amount will be deducted from your final invoice.





# Newnham Hall

The 1970s Newnham Hall features carpeted flooring, white walls, and a removable platform, making it suitable for large groups, conferences, parties and dinners. The high ceilings and large windows provide natural light, and the space includes a kitchen, chairs, tables and audio-visual equipment.

Highbury common features a playground, BBQ facilities, gardens and easy access to/from Newnham Hall. Perfect for parties!

**Location:** 16 Highbury Grove.

**Size:** 180sqm.

**Availability:** MON – SAT.

**Capacity:** 120 dining / 150 seated (rows) / 180 standing.

**Features:** Heating and cooling, kitchen facilities, AV, conference / dining facilities.



	Hourly	Half day (max 4hrs)	Full day (over 4hrs)
Newnham Hall	\$71.5	\$253	\$363
Newnham Hall + Highbury Common	\$88	\$313.5	\$451

Price includes GST

A \$55 non-refundable deposit is required to secure any booking. This amount will be deducted from your final invoice.





# Common Rooms

Located at the rear of Newnham Hall with wheelchair access, the Common Rooms are well-suited for playgroups, art classes, book clubs and children's parties. Common Room 2 includes easy access to Highbury Common.

Special prices can be negotiated for the hire of these rooms in conjunction to the Newnham Hall.



	Hourly	Half day (max 4hrs)	Full day (over 4hrs)
Common Rooms 1 & 2	\$44*	\$121*	\$220*

\*Price includes GST

^A \$55 non-refundable deposit is required to secure any booking. This amount will be deducted from your final invoice.

1

**How do I book a venue?**

Contact the Kew Baptist Church (KBC) office ([admin@kewbaptist.org.au](mailto:admin@kewbaptist.org.au)) to check availability for your preferred date. Bookings are on a "first come, first served" basis, except in exceptional circumstances. Scheduling conflicts are resolved at the discretion of the church administrator and/or Pastor.

2

**How soon can I book a venue?**

You can book as early as you like. Your booking is confirmed once the date is agreed upon, deposit is paid, and Facility Hire agreement is signed and returned to KBC.

3

**Will KBC provide a quote for hire?**

Yes, we can provide a formal hire quote upon request.

4

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

The Chapel features dual side aisles with no central aisle, as commonly featured within Baptist Churches. This can create a unique and elegant layout, and many photographers find it suitable for capturing key moments. Photographers are welcome to visit the venue or attend rehearsals to plan their shots.

5

**Do I need insurance?**

Yes, all events must be insured, including public liability coverage. The church's insurance may cover private family functions, but other groups must provide their own public liability insurance. Contact Church Administrator for further information.

# Frequently Asked Questions

6

**Who provides additional staff?**

The hirer is responsible for arranging staff. KBC may provide a Minister and AV support for weddings or funerals, subject to availability. A fee may apply.

7

**Can a pastor from another church perform our wedding ceremony?**

Yes, clergy from recognized denominations with valid credentials are welcome to officiate. They should use their own marriage documentation and forms.

8

**Can I decorate the venue/s?**

Yes, you may decorate the venue. However, as it is a Heritage-listed building, some restrictions may apply. Decorations must be removed after your event, and any displaced items must be returned to their original locations.

9

**Can I use candles, fire, or special effects?**

Candles are permitted, but you will be charged for any wax-related cleaning. Fires are not permitted and special effects are at the discretion of KBC.

10

**Is there a kitchen?**

A small kitchen is available adjoining the Newnham Hall. There are no kitchen facilities within the Chapel.

11

**Can I provide my own catering?**

Yes, you are welcome to provide your own catering.

12

**Is the venue wheelchair accessible?**

Yes, both the Chapel and Newnham Hall are wheelchair accessible.

13

**Am I responsible for cleaning the venue after my event?**

Yes, you are responsible for leaving the venue clean and tidy. Cleaning supplies are available, and bins are provided. Large amounts of rubbish may need to be taken with you.

14

**I would like to hire the hall for a conference. Are there any local accommodation for interstate or overseas participants?**

Yes, nearby accommodation options include:

- Best Western Premier Hotel, 115 Cotham Road
  - Acres Residence, 19-21 Walpole Street
  - Quality Suites Beaumont Kew, 7 Studley Park Road
  - Apartments @ Kew Walpole Gardens
- For group bookings during the summer University holidays, consider Kew Student Residence at 25 Mary Street. Visit their website, [kewstudentresidence.com.au](http://kewstudentresidence.com.au), for details.



15

**Can I smoke?**

No, smoking, vaping and use of non-prescription drugs are not permitted anywhere on the premises, including the Highbury Common playground area.

16

**Do you have parking?**

Yes, there is a small car park next to the Chapel with space for approximately 10 cars. Street parking is available on Highbury Grove with a 2-hour limit.

17

**How late can I have the venue?**

Please contact the KBC office to discuss restrictions relating to events held in the evenings.

18

**Can I sell/serve alcoholic drinks?**

The sale of alcohol is strictly prohibited. Consumption of alcohol is generally not allowed; however, you may contact the office to apply for an exemption.

19

**Can I leave valuable items on site?**

Leaving valuable items unattended is done at your own risk. Consider this when arranging your insurance coverage.

20

**How long can I hire the venue for?**

You can hire the venue for a wide range of time periods, including long-term and ongoing arrangements. Please contact the KBC office to discuss your specific requirements.

21

**How do I cancel my booking?**

To cancel your booking, please email [admin@kewbaptist.org.au](mailto:admin@kewbaptist.org.au) or call 03 9855 0070. Cancellations made within 7 days of the event may still incur the full quoted fee.

# Frequently Asked Questions

## Contact

**Office Hours:**

Monday to Thursday, 9:00am – 3:30pm  
(excluding Public Holidays)

Kew Baptist Church and Properties  
10–16 Highbury Grove, Kew, 3101

**Email:** [admin@kewbaptist.org.au](mailto:admin@kewbaptist.org.au)

**Phone:** 03 9855 0070

**Facebook:**

<https://www.facebook.com/kewbaptist>

**Instagram:**

<https://www.instagram.com/kewbaptist>

# Getting Here

Kew Baptist Church is located just 20 minutes from Melbourne CBD and is accessible by tram, bus, and train.

**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 (then a 10-minute tram ride)

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

