

CCIW VENUE HIRE

WEDDINGS | FUNERALS | WEEKLY HIRE | FUNCTIONS



CCIW.CHURCH
CHRIST CHURCH INNER WEST



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ABOUT US

Who is Christ Church Inner West?



find grace. learn hope. be light.

Christ Church Inner West Anglican Community is made up of individuals and families who live in the area and are active members of the community. Our churches are places where the community comes together in unity. You are welcome to join us in any of our regular community events such as Jazz in the Graveyard, Christmas festivals, or our weekly playgroups, youth group and kids club. Our websites have details of everything that is going on in the church.

Our weekly church services are also open to the public and we encourage you to come along to view our venues, to find out more about Jesus, or to see what happens at church on a Sunday.

Sunday services:

- St John's Ashfield: 10am & 5:30pm
- St Alban's Five Dock: 10am
- St Oswald's Haberfield: 10am
- Mathetes Church Ashfield: 10am
(Korean language service)

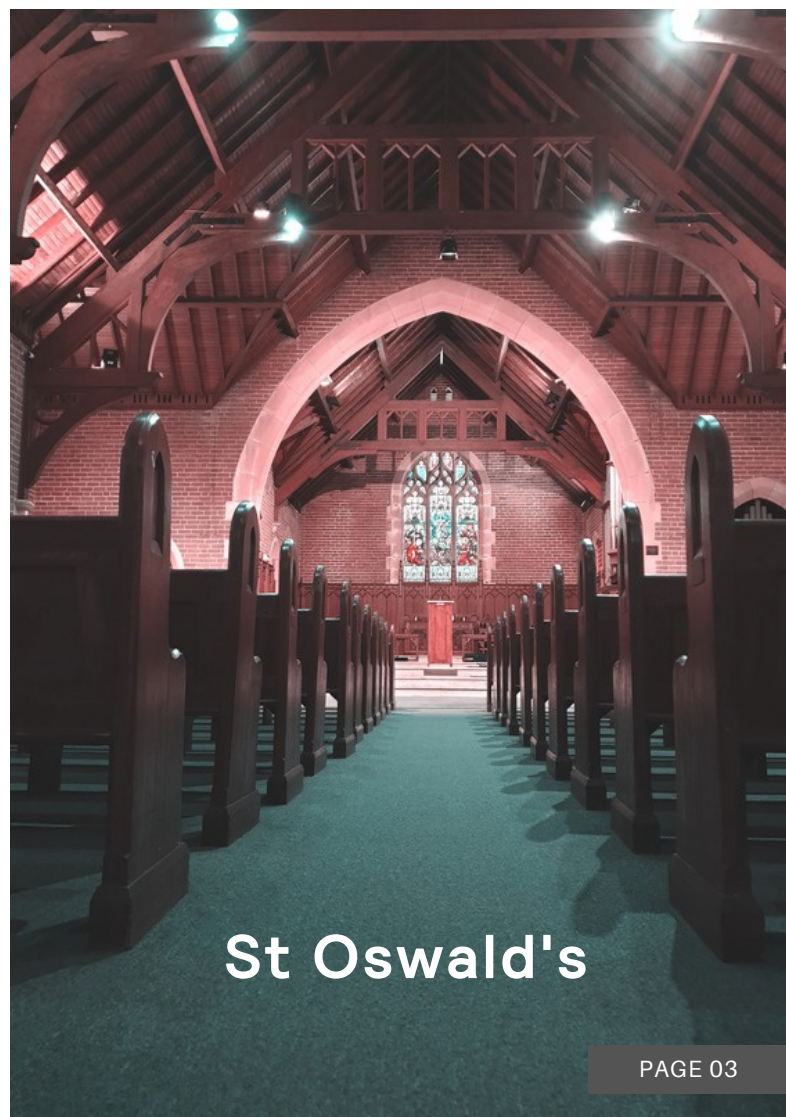
WEDDINGS



St John's



St Alban's



St Oswald's

WEDDINGS



Congratulations on your engagement. Here is all you need to know about celebrating your wedding at one of our sites.

The Churches

Christ Church Inner West has four church buildings: St John's at Ashfield, St Bede's at Drummoyne, St Alban's at Five Dock and St Oswald's at Haberfield. All four are available to hire for weddings.

The buildings themselves are very different styles, ages and sizes. The seating capacity of each is:

- Ashfield: 200
- Drummoyne: 250
- Five Dock: 75
- Haberfield: 150

Booking

The calendar does tend to fill up, and weddings are often booked a year in advance, so booking a date early is important.

You are welcome to make a time to visit the church and have a look around if you like. Contact the church office on (02) 97971642 or info@cciw.church to make an appointment.

To secure a booking, a non-refundable deposit of \$250 must be paid, and the couple must visit the church in person. The balance of payment is due two weeks prior to the wedding day.

Rates

Hire CCIW church for a wedding: \$1,150

Verger*: \$150 for up to 5 hours, then \$40/hour for each additional hour.

Refundable bond: \$200

(refunded upon completion of positive inspection after the event)

Minister:

CCIW Minister: \$300

Optional:

Organist: \$250

Note:

The verger is required and will open up on the day and for the rehearsal, as well as serve as the first point of contact for logistics. Hours worked will include both rehearsal and wedding day.



WEDDINGS

Morning/Afternoon Tea

Often weddings held in a CCIW church will be followed by a gathering after the service. This is a time for the couple to meet with the congregation and have photos taken.

In addition to hiring the church you are welcome to use an adjoining hall for a morning or afternoon tea.

Rates:

Ashfield	Ministry Centre: \$700 + \$150 cleaning fee
Five Dock	Parish Centre: \$400
Haberfield	Hall: \$400
Drummoyne	Hall: \$400

Church Decorations

The Church does not provide end-of-pew decorations, however you are welcome to provide your own decorations. If so they must be attached with ribbon, rubber bands or string only. Blue tack, pins, glue or any sort of adhesive tape should not be used, as this may cause damage to the church's pews. Please ensure that your flower provider is fully aware of this.

Confetti

Please advise all your guests that the throwing of confetti or rice is not permitted in the Church or its grounds.

The use of bubbles outside the Church is suggested. Rose petals, or hole punched leaves and other similar items are not permitted within the church under any circumstances but may be used outside providing they are swept up after the service.

WEDDINGS

Legal Requirements

In order for your marriage to be celebrated, the Notice of Intended Marriage must be completed and given to the officiating minister at least a month and a day before your wedding. When submitting, for those born in Australia, the minister must also sight original full Birth Certificates. For those born overseas either an original birth certificate or a current foreign passport or Australian passport or Statutory Declaration is required.

For those previously married, the death certificate or divorce decree absolute must also be sighted prior to the wedding. For further details please contact the minister.

Length of service

The length of the marriage service is up to you, and will vary depending on the number of songs, the type of vows used, musical items, etc. However, a service will typically take 30 to 40 minutes including the signing of the Register. The couple would leave the Church 60 minutes after the Bride arrives.

Order of Service

It is the responsibility of those wanting to be married to have orders of services printed. These can be printed by most printers, or suitable service folders can be purchased from Christian bookshops. Your minister (CCIW or otherwise) can advise you on what to include in the service and in what order. They can also make suggestions for music or bible readings if you require.

Photographs and Videos

Videographers may use the available light.

Photographers are to liaise with the minister prior to the service regarding the position from which photos may be taken.



WEDDINGS



Pre-marriage interview/counselling

While not a legal requirement, couples are strongly encouraged to attend pre-marriage counselling with their minister. If this is a CCIW minister they will assist you in this. Alternatively, couples may choose to organise their own counselling through an accredited counselling service.

Rehearsal

Before the Wedding the bridal party will usually have a rehearsal in the Church. This can be arranged with the minister, and usually takes place on a weeknight during the week the preceding the service. A time to rehearse for the service is included in the cost of the wedding.

Signing of the documents

All the necessary documents will normally be signed during the service. It is useful if a soloist or other music is arranged to entertain your guests during the completion of the legal documents. This is also often a time for members of the congregation to take photos.

Securing a booking

If you would like to proceed with booking a CCIW church for your wedding please fill in the form on page 20 of this booklet.

FUNERALS





Funerals

Funerals at CCIW

Funerals are a sad and difficult time for those that have lost someone close. Organising an event like a funeral can be stressful. We endeavour to assist you as much as we possibly can during this time, and will guide you through the process of preparing for a funeral.

Similar to weddings, churches at CCIW are available to hire for funerals. A CCIW minister is able to help you prepare for the service, liaise with a funeral director and guide you as required.

Order of Service

The minister can advise you on what to include in the service and in what order. They can also make suggestions for music or bible readings if needed.

Rates

Church: \$750

Verger: \$150

Optional:

Organist: \$250

Note:

The verger is required and will open up on the day. They will also operate the sound system for you and be the first point of contact for logistics.

**PRIVATE
FUNCTIONS,
CONFERENCES &
PARTIES**

Hall, St John's Ashfield



Ministry Centre, St John's Ashfield



Parish Centre, St Alban's Five Dock



Hall, St Oswald's Haberfield



PRIVATE FUNCTIONS, CONFERENCES & PARTIES

Private Parties, Functions and Conferences

CCIW has several venues suitable for private functions such as birthday parties, conferences, christenings, farewell dinners, Christmas gatherings, etc.

Please note:

- We do not hire out our facilities for 18th or 21st birthday parties.
- As many of our buildings are located close to residential properties, we enforce a strict curfew of 10:30pm on Friday and Saturday nights, and 10:00pm on other nights.

Insurance

Since our insurance only covers church events, external groups and organisations do need to show proof of a certificate of currency for insurance purposes to be able to use the facility. That is, hirers must take out public liability insurance. This usually costs \$275, but can depend on the insurance company and event you choose to go with.

You can obtain insurance via this link (or any other insurer):

<https://www.au.marsh.com/business/events-festivals/small-event-insurance.html>

All individuals that hire CCIW venues are required to provide evidence of their certificate of currency, that is, their public liability insurance.

PRIVATE FUNCTIONS, CONFERENCES & PARTIES

Frequently Asked Questions

- **Do you cater, or can we bring catering in?**

We do not cater, but yes, you can arrange to have professional catering brought in.

- **Do you allow children's entertainers?**

Yes, you can pay for professional children's entertainers to be at a party. They must, of course, have their own public liability insurance. The entertainment must not create a mess beyond what is reasonable.

- **Do you have table cloths?**

At our Ashfield site we have a limited supply of table cloths that you are welcome to use, however if you would like a specific or consistent colour, it is best you provide your own. The other sites do not have any available table cloths.

- **Are your sites wheelchair accessible?**

Ashfield Ministry centre, Five Dock Parish Centre, Haberfield Hall – yes.

Ashfield hall – one small step.

Drummoyne Hall – no.

PRIVATE FUNCTIONS, CONFERENCES & PARTIES

Available Options

ASHFIELD

Ministry Centre

This venue is quite new, and was built less than 10 years ago. It can easily host a party of 100+. There are 100 chairs and 12 tables for adults, and 20 chairs and 5 tables for children. There is a full kitchen with ovens, fridge, freezer, instant boiling water unit, and commercial dishwasher. There is also a playground outside for children and two smaller rooms downstairs.

Rates:

- \$100 per hour, minimum 3 hour booking
- \$150 cleaning fee applicable to all bookings
- \$100 (party) or \$200 (all day conference) for a host who will organise the opening up, locking up, and all logistics attached to the event
- \$200 Refundable bond (refunded upon completion of positive inspection after the event)

St John's Hall

This is an air conditioned older venue that is well lit and has been refurbished. It is a largish space that could easily host a party and has a grassed area close by outside. The kitchen has all that you would need: fridge/freezer, oven, stove, microwave, kettle etc.

Rate: \$400 (maximum 6 hours)

External Grounds

The open grassed areas of St John's are also available to hire. These areas can be booked, and like other CCIW venues, also require public liability insurance.

Rate: \$150

PRIVATE FUNCTIONS, CONFERENCES & PARTIES

Available Options (continued)

FIVE DOCK

Parish Centre:

The Parish Centre is located next door to St Albans church Five Dock. It is a smaller venue and can host a party of 50. There are 8 chairs and 3 tables for adults and there are also 20 chairs and 5 tables for children. There is a full kitchen with ovens, fridge/freezer, dishwasher and other appliances. It is located on East St.

Rate: \$400 (maximum 6 hours)

HABERFIELD

St Oswald's Hall

This is an older venue that is well lit and has recently been refurbished. It is a largish space that could easily host a party, and includes a new kitchen equipped with all that could be needed: fridge/freezer, ovens, stoves, commercial dishwasher, microwave, kettle etc.

Rate: \$400 (maximum 6 hours)



Business,
Not-for-
profit, and
Community
Enquiries

St Oswald's Hall Haberfield



St John's Hall Ashfield



**Business,
Not-for-
profit, and
Community
Enquiries**

Business Enquiries

CCIW venues are available for hire to businesses, not-for-profits, and community groups that are looking for a suitable location for a regular and ongoing class, meeting, or gathering. If you are looking for a venue for a one-off meeting or conference, please see the private functions, conferences and parties section (that begins on page 10).

All companies and organisations that hire CCIW venues are required to provide evidence of their certificate of currency, that is, their public liability insurance.

Prices for all venues are listed below.
All prices are per hour and exclude GST.

Venue

St John's Ashfield:	
Hall (64 Bland St)	\$45
Ministry Centre (81 Alt st)	\$54

St Alban's Five Dock:	
(173 Great North Road)	
Parish Centre	\$45

St Oswald's Haberfield:	
Church Hall (10 Dickson St)	\$45

You are welcome to make a time to visit and inspect the venues for yourself.
All venues are subject to availability. Contact us for current availabilities.



PAYMENTS

Payments for church or other venue use

If you are hiring the church or another venue for a one-off event, the balance will be due two weeks prior to the event. This will preferably be paid via direct deposit, however we also accept cash or cheque (delivered to the church office).

Regular Venue Hire

Regular hirers of the halls and other venues you receive an invoice at the end of each term detailing the number of hours used. Payment is required via direct deposit.

Bank Details

Account name: Christ Church Inner West Anglican Community

Account number: 1025 6905

BSB number: 062 169

Reference: [Invoice number and your name/company]

BOOKING

To secure a booking please complete the form linked below. Once we have received your request, we will process it and reply to you. The booking is not secure until the deposit is paid and, where applicable, insurance is purchased/proved. The balance of payment is due two weeks prior to the event or function. Regular bookings (e.g. classes) will be invoiced each term.

[Please click here to make an enquiry_](#)



Scan QR code if viewing paper copy



APPENDIX

VENUE SIZE

All Dimensions in Metres

VENUE	Dimensions	Area m ²
Ashfield		
Ministry Centre Hall	13.8 x 13.6	188m ²
Ministry Centre Meeting Rm 1	11.6 x 6.8	79m ²
Ministry Centre Meeting Rm 2	11.3 x 6.8	77m ²
MC Lower Lobby (outside Mtg Rooms 1 & 2)	11.0 x 4.1	45m ²
St John's Hall	14.3 x 10.7	153m ²
St John's Mezzanine	7.8 x 5.2	41m ²
Five Dock		
St Alban's Parish Centre	9.5 x 6.5	62m ²
Haberfield		
St Oswald's Hall (excl. stage)	15.8 x 10.6	167m ²
St Oswald's Hall Stage	10.6 x 4.5	47m ²
St Oswald's Hall Back Room	9.9 x 5.2	51m ²