



CHINESE CHRISTIAN CHURCH  
雪梨華人基督教會

100 Alfred Street, Milsons Point, NSW 2061

Email: [admin@cccmilsonspoint.org](mailto:admin@cccmilsonspoint.org) website: [www.chinesechristianchurch.org.au](http://www.chinesechristianchurch.org.au)

**PREMISES DECORATION APPLICATION FORM**

**Instructions**

- 1) Please complete this form if you are planning to add decorations to the Church premises.
- 2) Email the completed form to [helpdesk@cccmilsonspoint.org](mailto:helpdesk@cccmilsonspoint.org)

**Applicant Details**

Name:  
Email:  
Mobile:  
Congregation/Ministry:

**Event Details**

Event Name:  
Event Date:  
Event Co-ordinator:  
Event Location:  
Event Decoration Details (*please include the materials to be used, their intended locations and the method of attachment*):

**Setup Details**

Setup Co-ordinator:  
Setup Date:  
Equipment required (*please tick*):  
 Ladders  TV  Projector & Screen  AV System  
 Piano  Organ  Keyboard  Drums  
 Other (*please specify*): \_\_\_\_\_

Please Note:

- 1) You will need to make a booking on <https://app.skedda.com/account/login> from the setup date to the event date to ensure no other groups will use that location.
- 2) You will need to arrange someone who has a Church key to give you access to the event location.
- 3) You will need to arrange someone who can lock up after the setup.
- 4) Do not drill holes in the walls or do any permanent damages to the walls, floor or fixtures.

### Cleanup Details

Cleanup Co-ordinator:

Cleanup Date:

Please Note:

- 1) You will need to clear the decorations as soon as possible after the event.
- 2) You will need to arrange someone who has a Church key to give you access to the event location.
- 3) You will need to arrange someone who can lock up that location after the cleanup.
- 4) You will need to return all church equipment to its original location.
- 5) You will need to ensure that the venue will return to its original state after the cleanup.
- 6) Don't leave any rubbish behind and ensure they are properly disposed in the bin.

### Safety Guidelines *(Please read before submitting this application)*

- 1) Do not use items with open flame (e.g. candles)
- 2) Avoid using flammable materials as much as possible
- 3) Keep flammable materials (e.g. debris, rags) away from heat source
- 4) Know where the closest fire extinguisher/blanket are located
- 5) Do not overload power source
- 6) Secure all loose items (e.g. ladder, wires, tapes, string lights)
- 7) Ensure equipment and tools are safe to use (e.g. not broken, no frayed wires) before using them

***\*Please email [helpdesk@cccmilsonspoint.org](mailto:helpdesk@cccmilsonspoint.org) asap if any of the church equipment are broken or not safe to use.***



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<b>PREMISES BOOKING APPLICATION FORM – END OF DAY CHECKLIST</b>	
<b>Instructions</b>	
1) Please check the items on this checklist are completed before leaving the church premises.	
<b>Event Details</b>	
Event Date:	
<b>Person Completing This Checklist</b>	
Name:	
Email:	
Mobile:	
CCC Congregation/Ministry:	
<b><u>Men's &amp; Women's Toilets - Check</u></b>	<b>Please Tick when Completed</b>
All lights are switched off	
<b><u>Kitchen (Back of Hall) - Check</u></b>	<b>Please Tick when Completed</b>
Fridge & freezer doors are closed properly	
Dishwasher is switched off	
All stoves are switched off	
Red gas lever on side of stove is up	
All taps are turned off and are not dripping	
All windows are closed	
No rubbish is left behind	
All lights are switched off (including the storeroom)	
<b><u>Hall - Check</u></b>	<b>Please Tick when Completed</b>
Projector is switched off	
Stage lights are switched off	
All tables and chairs are returned to its original position	
Sink light is switched off (switch located near the sink)	
All windows are closed	
Exterior door is closed & locked	
No rubbish is left behind	
All lights are switched off	

<b><u>Chapel - Check</u></b>	<b>Please Tick when Completed</b>
TV inside Room 3 is switched off	
Lights inside Room 3 are switched off	
Back wall monitor is switched off	
Piano cover is closed	
All windows are closed	
Airconditioning is switched off (switch located behind organ)	
Exterior door is closed & locked	
No rubbish left behind	
All lights are switched off (switches located behind organ & on the wall near exterior door)	
<b><u>Main Church - Check</u></b>	<b>Please Tick when Completed</b>
Creche exterior door is closed & locked	
Main entry exterior door is closed & locked	
AV system is switched off	
All windows are closed	
All fans are switched off	
Projector is switched off	
Piano cover is closed	
No rubbish left behind	
All lights are switched off	
<b><u>Garage - Check</u></b>	<b>Please Tick when Completed</b>
Interior door is closed & locked	
Exterior roller door is full closed	
<b><u>Courtyard - Check</u></b>	<b>Please Tick when Completed</b>
Front door (entry to foyer) is locked	
Side gate is locked	
Front gate (at the bottom of stairs) is locked	
Ramp gate is locked	