



Dear

We are glad you wish to use our parish hall. If you have any queries please ring the parish secretary between 9am and 1pm Monday, Tuesday, or Thursday on Ph 499 7224 or email office@wadestownpresbyterian.org.nz and we will get back to you as soon as possible.

The following is an agreement, setting out our conditions of use, which we ask you to read, complete and return one copy to:

**The Secretary — Wadestown Presbyterian Church
Wadestown Presbyterian Church
118 Wadestown Road, Wadestown
Wellington 6012**

Please note that Wadestown Presbyterian Church has priority over all bookings for use of the premises. Should special circumstances arise (e.g. a funeral), we will contact you as soon as possible. The church reserves the right to deny the use of the premises to any person, group or organisation as it sees fit.

Name		Company	
Contact Address			
Telephone		Mobile	
Email address			
Type of Event			
Date		Time (Start-Finish)	
Other requirements			

There will be no refunds for any periods when the premises are booked but not utilized.

Current Venue Rates

Hourly rate	\$20 per hour incl GST	<input type="checkbox"/>
Half day rate	\$50 incl GST (morning or afternoon maximum 4 hours)	<input type="checkbox"/>
Evening rate	\$80 incl GST (5pm to 10pm—additional time by approval \$20 per hour)	<input type="checkbox"/>
Non Profit/Community hire	\$15 per hour incl GST	<input type="checkbox"/>

- For special one-off events (e.g. Concerts, birthday parties and evening functions) please discuss your requirements with the church secretary.

We, the users, agree to observe fully all the conditions set out in this document.

For and on behalf of:

Signature:

Date:

For and on behalf of Wadestown Presbyterian Church

Signature:

Date:

Conditions for use of church buildings

For the purposes of this document Wadestown Presbyterian Church will be referred to as 'WPC' or 'the church', the facility user will be referred to as 'the user'.

Specified Purpose: The user must use the area only for the purpose specified and not do, or permit to be done, anything around the buildings or grounds which would be in any way offensive, or inconsistent with their purpose as Church Premises dedicated to the service and worship of God.

Hours of use: The user may not enter any facility until the time booked and all functions must end at the completion of the booked period. The booking period must include setting up, dismantling and cleaning of the venue.

Responsibility: The user will be solely responsible for any accident, injury or damage to persons or property at any function in the church buildings subject to this document. Use of the venue is at the entire risk of the user named herein.

Indemnity and Safety: On the signing of this document the user agrees to indemnify the church in respect of any breach or failure to observe any of the requirements referred to in this document. The user further agrees to indemnify the church against all actions, suits, claims, costs or expenses relating to any accident or injury to property or persons which may be brought against or awarded against the church as a consequence of the your use of the venue.

Fire and Earthquake Safety: The user is required to be familiar with the procedure for evacuation of the facility in case of fire, earthquake or other emergency. The user (or nominated group leader) is considered to be appointed 'warden' for the period of use specified and by signing this document agrees that they have read and understood the Health and Safety document for facility users.

Noise: As our buildings are situated in a residential area, noise from amplifiers and loudspeakers must be kept to a moderate level at all times. Failure to comply with this condition may result in the early closure of your function. All events must conclude by 11pm unless specifically agreed in advance.

Prohibited: No smoking or chewing gum in the venue. Please note WPC is a Smoke-Free facility. Any evidence of smoking around the premises in conjunction with your event must be removed by yourself from the grounds. No open fires, smoke machines or kerosene lamps. Barbecues or spits are not to be used inside any building.

Alcohol: Requests for permission to serve alcohol will be decided on a case by case basis by the Outreach elder of WPC. If approved, wine may be permitted on the understanding that non-alcoholic drinks and food will also be available. No liquor is to be sold on WPC premises unless by prior agreement and with the correct temporary liquor licence displayed on the premises throughout the duration of the function.

Catering: Bookings for the hall may by agreement include the use of the catering kitchen facilities including tea and coffee making facilities, crockery and utensils. Please bring your own food and beverage supplies. The user is responsible for replacing any items lost or broken. WPC is a supporter of Free Trade and encourage our users to consider purchasing Free Trade tea and coffee for your event.

Cleaning and Rubbish Removal: The user is responsible for cleaning the venue. Cleaning supplies and a vacuum cleaner are available for this purpose. Chairs and tables must be cleaned and returned to their original location. Please only stack the chairs in pairs seat to seat to protect the legs from unnecessary damage. The cleaning of the venue is to be completed within the booked period. You must remove all rubbish from the venue after use (this includes any decorations).

Security: The user is responsible for securing the facility upon completion of the booking period. Please ensure:

- All lights, heaters, stoves and electrical appliances are turned off (except for the heater in the piano).
- Windows and doors are closed and locked
- If keys are provided and are subsequently lost, or the premises are not secured at the conclusion of the booking period, the user will be responsible for any resulting loss including the cost of replacement keys and/or locks for the venue.

Cancellation: In the event that the user wishes to cancel the booking after it has been confirmed and paid for and **within two weeks** of the event (or with a one month notice for regular term-time users), the church will consider any refund on a case by case basis. If the church cancels the hire it will refund the full amount paid (depending on the circumstances of the cancellation).

Costs: A donation will be made in accordance with the rates (specified in this document or by agreement) to cover the costs of heating, lighting, cleaning and maintenance of the facilities. Please make payments within 7 days or before the booking commences.

- Please make cheques payable to Wadestown Presbyterian Church.
- If paying by direct credit please include your name and invoice number in the reference fields.
- Our bank account details for online payments are: 02-0506-0164133-02
- A receipt can be issued on request

Please refer any questions regarding this document to the church secretary Ph 499 7224 or email office@wadestownpresbyterian.org.nz