

ST JAMES ANGLICAN CHURCH
KERIKERI
Phone 09 407 1486 Email: stjameskk@xtra.co.nz

Guidelines for Hall Bookings

Reservations

Bookings should be made with the Administrator - Email stjameskk@xtra.co.nz or Ph: 09 407 1486

All regular bookings to be made with the approval of the Church Council,

Please note: Church activities, especially funerals, take precedence.

If we need to cancel your booking we will give as much prior notice as possible.

Payment

Current hall hire rates are: **\$75 per day \$50 per half day (up to 4 hours) \$15 per hour (incl GST)**

An invoice will be sent and payment should be made by cheque to St James Church or Internet Banking to A/C 06-0350-0007843-00. Please put the hirer name and invoice number for on-line payments.

A receipt will be issued if required.

Conditions (displayed on the wall in the hall.)

- It is the responsibility of the hirer to remove **ALL** rubbish and food scraps from the hall at the end of the hire period.
- Please leave hall in a tidy condition:
 - Vacuum cleaner, brooms, dustpan and brush etc are in the store cupboard by toilets. The key to the cleaning cupboard is in the cupboard in the centre of the yellow wall, round to the left, on a hook.
- The Hall must be securely locked and all windows closed.
- Please turn off all heat pump, lights and hot water. Unplug hot water dispenser.
- Please put away tables and stack the chairs.
- St James Hall is situated in a residential area so **NO** loud music after 10pm please.
- Please vacate the premises by midnight.
- **Alcohol**
 - Alcohol is permitted in the hall and on the verandah
 - No alcohol is permitted outside the church or around the graves.
 - No alcohol may be stored on the premises
- **No Smoking** in any part of the hall or surrounding buildings
- No equipment/materials/property is to be left in the Hall unless prior arrangements are made. The Church is not responsible for any loss of group or individual property.
- No Duplicate keys are to be cut.
- Public liability is the responsibility of the hirers of the Church hall.
- Any damage caused by the Hall user must be reported immediately to the Administrator. Charges for repairs will be invoiced directly to the person or group responsible.

PLEASE NOTE

FIRE EVACUATION PLAN ON WALL.

The person who has the key is deemed to be FIRE WARDEN and in charge of evacuation procedure.

Please report any accidents in the OSH register found in the kitchen

Any unsafe plant or fixture is to be immediately reported to the Administrator for action.

THIS HALL IS LIMITED TO 99 PEOPLE

Insurance conditions concerning use of church hall by other groups.

If the church or hall were to accidentally burn down, the Diocesan Insurance company would seek to recover its costs from the 'at-fault' group.

Agreement

This Agreement is non-assignable and cannot be sub-let to another party.

For long term hires either party can give **one month's notice** in writing for the cancellation of this agreement to take effect.

Name of Hirer or Group

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Phone:

Email:

Signature of Hirer

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Date signed.....

Date of Rental single.....

OR if long term

Date Rental to commence.....

Signed by the Church Administrator or a Representative of the Church Council

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