

Hire of James Kemp Hall

HALL HIRE CHARGES

- Bookings to be made with the Office Administrator: email stjameskk@xtra.co.nz or Tel. 09 407 1486
 - *Recommend: \$25.00 / hour: \$75.00 half day up to 4 hours: \$125.00 full day up to 8 hours (incl. GST)*
- For current regular users – rates will increase from 1st September*

Conditions of use of St James Church Hall, Kerikeri

- Please report and pay for any breakages
- All food scraps are the responsibility of the hirer and should be removed from the hall.
- 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 on the yellow wall, round to the left, on a hook.
- Please put away tables.
- Please stack the chairs on the trolleys (make sure this is done correctly)
- No loud music after 10pm.
- Please vacate the premises by midnight.
- Public liability is the responsibility of the hirers of the church or hall.
- Invoice will be sent out and payment should be made to St James Church via Internet Banking
to A/C 06-0350-0007843-00. Reference: Name and Hall hire in payment. Receipt will be issued if required.
- **Smoking is NOT permitted inside the hall.**

Alcohol Policy

- Alcohol permitted in hall and on verandah
- Alcohol is NOT permitted in or outside the church or around the graves.

Health and Safety

Please record accidents and safety incidents in the WORKPLACE INJURY AND INVESTIGATION REGISTER book provided with the First Aid kit in the kitchen.

Check List before leaving the premises

Please turn off all heat pump, lights and hot water. Unplug hot water dispenser

Storage at the hall - Regular users only

Storage of items – a limited number of items may be stored in the hall in designated areas. Please speak to the office to make arrangements

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

FIRE EVACUATION PLAN ON WALL.

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

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.
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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