



BUILDING HIRE AGREEMENT

Welcome to Manukau City Baptist Church! We hope you will enjoy using our facilities! Our Church values making its facilities available for our community to use as part of our contribution to our community. Filling out the details below will help us understand your requirements. We also want to let you know our expectations for users of our facilities.

YOUR CONTACT DETAILS

Organisation/Group: _____

Contact Person: _____

Mailing Address: _____

Email: _____

Phone _____

Mobile: _____

YOUR REQUIREMENTS

Date Required _____

Frequency (Eg one off/weekly/monthly) _____

Entry Time _____

Exit Time _____

Event Start Time _____

Event Conclusion Time _____

Number of People _____

Event Description _____

AREAS REQUIRED (please tick)

DOWNSTAIRS

- Auditorium (600seats, P, S, A)
- Chapel (130seats, P, S)
- Café (80seats,TV)
- Kitchen (Crockery, dishwasher, urns, ovens)
- Foyer
- Lifecare Downstairs (60seats, A, W, K)
- The Arena (3/4 Bball court, grandstand, upstairs)

UPSTAIRS

- Training Room (50seats, P, S, W)
- The Lounge (15seats couches, P, S)
- Middle Room (50seats, P, S, W)
- Mini Mega (25 kids seats, K)
- Kids Room (40 kids seats)
- Youth Room (not usually available, P, S)
- Kitchenette (shared)

P= Projector, S=Sound System, A=AirCon, W=White Board, TV=DVD player, K=Kitchenette

ADDITIONAL ITEMS REQUIRED (please tick)

- PA System (Auditorium/Chapel)
- AV/Sound Engineer (Required if using PA above)
- Lighting/Lighting Engineer (Auditorium)
- Data Projector (Auditorium/Chapel)
- Data Projector (other rooms)
- Crockery (Main Kitchen)
- Tea/Coffee Making Facilities
- Whiteboard
- Trestle Tables
- Other

Other Information that you think would be helpful to let us know:

VENUE CHARGES (Office to complete)

(Description if required) _____

All charges exclude GST Venue Cost _____

Other costs (specify) _____

TOTAL _____

Deposit: Main Auditorium \$100, Other venues \$50

FOR OFFICE USE ONLY

Date Received _____ Confirmation Sent _____ Deposit Received _____

Deposit Amount _____ Invoice _____ Payment Received _____

TERMS AND CONDITIONS of HIRE/USAGE of Manukau City Baptist Church

INTRODUCTION

- 1.1 We welcome you to Manukau City Baptist Church and trust you will enjoy the facilities.
- 1.2 Our Church values making its facilities available for community use.
- 1.3 It is a requirement that any user must be sensitive to the fact that the centre is a Church and nothing that is done can be in conflict with that purpose and our Christian identity. So we do not permit the observance of any other religious practices including prayers, images and idols.
- 1.4 This document contains the terms and conditions for the use of our facilities, along with some helpful information. It is your responsibility to inspect the facilities you are using before your event takes place and to:
 - o Meet with our Administrator.
 - o Ensure you are familiar with the layout.
 - o Clarify your responsibilities.
 - o Understand the health & safety policy and evacuation procedure (refer www.citybaptist.org.nz).

IMPORTANT!!

- 2.1 An assigned person will open and lock up the venue at the prior arranged time, unless a key and alarm code has been assigned to you.
- 2.2 When the hirer has finished with the venue, all seating and any other equipment and furniture that have been moved or used must be returned to the normal seating arrangement and original positions. Prior arrangement is required to move the Chapel seats. Auditorium seats CANNOT be moved. There will be an additional charge if these aren't followed.
- 2.3 The venue, rooms, toilets and cafe (if used) must be left in a clean and tidy state.
- 2.4 If using the kitchen, please bring your own tea towels. Please ensure that any hot water urns are not left boiling under a fire detector (on the ceilings). A boiling urn can set off the fire alarm and significant costs will be incurred by the hirer.
- 2.5 All rubbish needs to be removed off site by the hirer.
- 2.6 No eating or drinking permitted in the Chapel or Auditorium.
- 2.7 Please see a church staff member before you leave to ensure the rooms have been cleaned and reset.

RESPONSIBILITIES & LIABILITIES

- 3.1 The entire site (land and buildings) is smoke, alcohol and drug free.
- 3.2 A copy of our Fire Safety & Evacuation Policy & Health & Safety document needs to be read by you from our website (on the downloads/building hireage tab).

If the fire alarm is activated, the hirer is responsible for associated costs. The Fire Brigade is automatically notified and a cost of \$1,000 will be incurred as well as a \$250 charge (greater in the weekends) from our fire monitoring company.
- 3.3 The hirer is responsible for the conduct of all its members and spectators. Supervision must be provided for children.
- 3.4 Any damage to the building, fixtures or property must be notified immediately to the Office Administrator. The hirer is responsible for the full replacement cost of any damage or any equipment stolen. The cost to repair or replace any equipment that is deemed beyond normal wear and tear will be the responsibility of the hirer/user.
- 3.5 The Sound and Audio/Visual Systems in the Chapel and Auditorium must be operated only by Manukau City Baptist Church Sound/Video Desk Operators unless prior alternate arrangements are agreed. You may plug in your laptop to our data projector, but please make arrangements are made beforehand.
- 3.6 The hirer must obtain consent to use the piano, keyboard, drums or any other musical instrument.
- 3.7 Prior approval must be obtained if a hirer is to install additional power or lighting.
- 3.8 The user is only permitted to use the rooms that have been booked. Do not remove or use items found in cupboards or fridges.
- 3.9 There is no alteration permitted to the fittings or structures including driving of nails, screws, bolts, drawing pins into the floor, walls, glass or any part of the building. Use of adhesive material on the walls for posters or decorations is NOT allowed. Blu Tak is fine.
- 3.10 Any property found by staff of Manukau City Baptist Church after an event may be collected from the Office.
- 3.11 Manukau City Baptist Church has residential neighbours with whom we try to maintain good relations. One issue that can easily upset neighbours is excessive noise. All users of the site are

to ensure that their activities do not generate excessive noise and that respect is shown to our neighbours at all times.

3.12 Functions must cease by 10.30pm and the premises vacated by 11pm. This is a requirement of our Resource Consent.

3.13 Security of buildings and equipment is the hirer's responsibility.

3.14 Please make sure that all safety precautions (as required by law) are taken to eliminate injury to persons and damage to the premises and equipment. Please make sure that rooms that are not part of this hireage are not entered or doors that are locked remain so. Please check before leaving that all windows and doors have been secured. If you have a large number of vehicles in the car park, make sure you check frequently for security reasons. Parts of the building you haven't hired may be alarmed. You will incur a \$50 call out fee if the alarm is triggered.

3.15 The required staffing ratios are:

10 – 300 persons 2 attendants plus fire warden

301 – 500 persons 3 attendants plus fire warden

501 – 1000 persons 4 attendants plus fire warden

DEPOSIT AND PAYMENT

4.1 All prices quoted exclude GST.

4.2 All signed Hire Agreements that span a calendar year have a life of one calendar year.

Pricing and other applicable items are subject to change at that point.

4.3 A non-refundable deposit is required when booking the venue.

Main Auditorium \$100.00 Other venues \$50.00

This deposit will be deducted from your final account, which is due for payment 7 days after use of the venue unless other arrangements have been made.

4.4 Late cancellation may incur a penalty fee or loss of deposit.

4.5 The hirer of the facilities agrees to indemnify Manukau City Baptist Church against any claims.

CLEANING FEE

5. A cleaning fee of \$50.00 plus GST minimum will be charged if the venue is left in an unsatisfactory state. Any additional costs to remove stains etc will be passed on to the hirer / user.

PARKING

6.1 Please make sure that cars are parked in the appropriate marked car spaces.

Do not park between the ABC buildings during weekdays 7am-6pm. If you have an event on during the day, you MUST supply a parking person to ensure parking is not done in the childcare carparks.

Do not rely on signage or cones – people will ignore these! Vehicle access the childcare cannot be blocked as parents come at different times to collect children

All previous publications stating our Pricing, Terms & Conditions are superseded by this document.

Without prejudice to all the terms and conditions mentioned, the hirer/user will make sure that any activity, behaviour, event or usage of the facilities are not contrary to the Christian values of Manukau City Baptist Church

I have read through and understand our obligations with regard to hiring Manukau City Baptist Church.

Signature _____

Signed By (Print Name) _____

Dated _____

