

Hall Rental Conditions: in hiring St Stephens's facilities, users agree that:

- Rental of Hall facilities confers no ongoing right of use. Ongoing use at the complete discretion of St Stephens Church Managers.
- Cleaning after use:
Hall rental and church user's charges do not include cleaning after tenant's usage. St Stephens's facilities need to be left clean and tidy condition. The floors may need to be swept, vacuumed or mopped and any rubbish removed. The toilets must be left tidy and any rubbish (especially nappies) removed. No rubbish should be left in the Halls and Church rubbish bins. Rubbish must be taken with you after your function. The kitchen area must be left in a tidy state.
- Damager to Halls and Church facilities:
Any damage to the hall and Church facilities or equipment is the tenant's responsibility. Damage should be reported to the Convener, Peti Ne'emias, immediately.
- No stiletto heels are not to be worn in the Halls as they damage the floor.
- No confetti is to be used on the Church premises.
- No alcohol is to be consumed on the Church premises.
- All keys loaned to the tenants must be kept safe and secure and may not be passed to third parties. Likewise, security alarm codes must be kept confidential.
- Casual bookings: Keys will be given when full payment is received.
- All lights and heaters must be turned off by the tenants after use. Tenants must take responsibility for checking that this requirement is met.
- NO CHEWING GUM IS ALLOWED IN CHURCH OR HALLS PLEASE!
- No pins or sellotape are to be used for decorations on the pews or on the walls in the church or halls.
- The interior and exterior of the premises must be left clear of any rubbish.
- FACILITIES MUST BE LEFT LOCKED AND SECURE AFTER USE. ALL DOOR AND WINDOWS MUST BE CHECKED. TENANTS MUST TAKE RESPONSIBILITY FOR CHECKING THAT THE REQUIREMENT IS MET.

**Board of Managers
St Stephens Church
56 Jervois Road
Ponsonby.**