

St Stephen's Presbyterian Church, Ponsonby, Auckland

CHURCH AND HALLS HIRAGE CONTRACT

Dated: October 2017, implementation 1 April 2018.

This contract outlines the terms and conditions for all tenants and casual users for the buildings and rooms at St Stephens church.

Note: Usage is reviewed at the end of each term. The Church Council has the right to review the terms stated on this contract.

1. HALLS

Back hall - a wooden floored large hall with 100 stackable plastic chairs & trestle tables in storage area. Ballet barre. Large kitchen. Toilets at end of building. Gas heaters at ceiling height.

Middle hall - carpeted large room with kitchen facilities separated by a sliding door. About 40 chairs & tables. Electric heat pump at ceiling height. Piano.

Lounge - small meeting room with table and meeting chairs for about 15. Mini-kitchenette. Plug-in electric heater.

(a) Fees: charges are GST inclusive and per whole hour only. Set-up and pack-down are part of hirage time. Community groups meeting on a non-profit basis can negotiate rates with the Church Council.

Regular tenants: Back Hall - \$40
Middle Hall - \$35
Lounge - \$25

Casual bookings: Back Hall - \$60
Middle Hall - \$55
Lounge - \$35

- (b) Responsibility: Lock and alarm all doors and close all windows. All lights and heaters must be turned off. In kitchen all appliances, oven and taps must be turned off. Report any property damage to the Convener. Users may be charged for damage to the property. Please respect other people's property. Agreed usage times must be adhered to.
(c) Storage: This is limited and for church use only. Unless approval has been granted by the Convener, ALL equipment must be stored off-site.
(d) Keys: Access to all buildings is strictly for tenants and casual agreed bookings only. Keys must be returned to the Convener after casual use or at the termination of the contract.

2. CHURCH

(a) Fees

Weddings/concerts/events: \$700 GST inclusive plus a separate bond of \$500. (The \$700.00 fee includes: microphones, rehearsal time, and church decoration time.)

Parish Minister's fee if needed: \$200 exclusive GST.
Funerals and private baptisms: by donation for those with a connection to St. Stephens. \$500 for those with no connection to St Stephens.

Fees for other groups using the church will be determined by the Council accordingly. Please note that all fees including the bond must be paid three weeks in advance.

The bond of \$500 will be refunded: if the church is left in a tidy state after use. if the church is left clean with no litter. if there has been no damage caused. if the church is fully locked after use.

If any of these conditions are not met, the Hall Convener has the right to withhold all or part of the bond.

- (b) Responsibility - as above for Halls
(c) Keys - as above for Halls

HIRAGE: Casual booking: Y/N 6 months: Y/N 1 year: Y/N

Space used:.....by.....

Days/times:.....

Signed by user/tenant:.....date.....

Signed by Convenordate.....

Mrs Peti Ne'emias, Church & Halls convener. (Ph: 09 846 3579, mob: 0274 970 929) petilumavasati@hotmail.com

(a cleaner is available at \$30 per hour – please request this additional service in advance)

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

- Rental of Hall facilities confers no ongoing right of use. Ongoing use is at the complete discretion of St Stephens Church Council.
- Casual bookings: Keys will be given when full payment is received.
- 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.
- Cleaning after use: Hall rental and church user charges do not include cleaning after tenant's usage. St Stephen's facilities need to be left in a 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.
- All lights and heaters must be turned off by tenants after use.
- Facilities must be left locked and secure after use.
- Any damage to the Halls & 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.
- No chewing gum is allowed in church or halls please!
- No pins or sellotape are to be used for decorations on the pews or the walls in the church or hall.

Church Council
St Stephens Church, 65 Jervois Road, Ponsonby