Parish/Rohe Name

**Booking Ref:**

Insert your logo here

zzz

xxx, Yyy

**Hire Agreement for Use of Facilities**

Please complete the following form and return to [contact person]

Email: [a suitable parish email address]

***Hirer’s Details***

|  |  |
| --- | --- |
| Contact | Alternative Contact |
| *Name* |  | *Name* |  |
| *Billing Name* |  |  |  |
| *Address* |  | *Address* |  |
|  |  |
|  |  |
| *Phone* |  | *Phone* |  |
| *Mobile* |  | *Mobile* |  |
| *Email* |  | *Email* |  |

***Booking Options*** *(please circle preferences)*

|  |  |  |
| --- | --- | --- |
| Enter in… | The different… | Buildings and rooms... |
| *Name of group/event* |  | *No. of people attending:* |  |
| *Type of activity:* |  |
| *Food involved?* | Yes / | No |  |
| Dates and times required |
| *Date/Day* | *Time* | *Venue* | *Equipment* | *Other* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| ***Note:*** *Any extension to times specified above is chargeable.* ***Early arrival for set up and late departure for pack down MUST be included in booked time.*** |

***Please note Conditions of Hire (attached)***

|  |
| --- |
| * Alcohol and smoke-free premises
* Charges,payment, bond and cancellation fee
* Noise restriction applies
* Hours of use: include set up and pack down
* Keep fire exits clear at all times
* Premises are fire protected by [automatic fire alarm, smoke detectors and manual alarm pulls].
* Fire and Emergency will attend if [fire protection activated / 111 is dialled]

[You must be aware of what fire protection items do/do not call the fire brigade automatically and word the above items appropriately. DELETE THIS STATEMENT WHEN DONE]* Appoint a Fire Warden
* Loss or damage and insurance
* Supervision of children
* Car parking for hirers (not routinely provided)
* Prior written consent for BBQ, smoke/fog machine, candles, open fires (there will be a charge to isolate fire protection systems if necessary)
* Cleaning, recycling, rubbish removal – including food leftovers
 |

***Booking Charges***

|  |  |
| --- | --- |
| Hall hire | $ |
| Bond | $ |
| Resource charges | $ |
| Hourly charge – standard/discounted | $ |
| Hourly charge – premium/discounted | $ |
| **TOTAL (including GST)** | **$** |

***Billing [office use]***

|  |  |
| --- | --- |
| Date of invoice | Payment Method |
| Invoice No. | Payment Date |

***I hereby certify that I have read and accept the Conditions of Hire of this facility and understand that [Parish] reserves the right to terminate this agreement immediately, should conditions be breached.***

Signature of Hirer: Date:

Name of Hirer: ID No

 *(Office Use – Drivers Licence/Passport etc)*

* **Hire contract**

**Conditions of Hire for [venue] and facilities**

* The hirer’s contract must be signed by a person 18 years of age and over and returned to [Parish] office [Parish street address], [Parish postal address], [Parish email address].
* This contract applies only booking(s) included under the booking/invoice number displayed.
* [Parish] reserves the right to renegotiate the booking should church buildings be required for church activity – e.g. funerals.
* **Hire charges and payments**

All payments must be paid by the date specified on the customer invoice. Parish staff will advise you of requirements when your booking is confirmed. If charges are not paid by the due date, [Parish] reserves the right to cancel the booking(s).

* **Cancellation**

[Parish] reserves the right to charge a cancellation fee if a hirer cancels their booking after the booking has been confirmed prior to seven (7) days before event. If less than seven (7) days’ notice before the event, hirer forfeits hire payment up to 100%.

* **Bonds**

A refundable bond may be required from all first-time hirers. Bond payments are deposited into our BNZ bank account. Deductions from the bond will occur if:

* Venue, equipment or fittings are damaged
* Extra cleaning is required
* Hirer enters into or remains within the venue outside the booked period
* Venue access means (swipe cards and/or keys) are not returned within the stated times
* Rubbish is left inside and/or outside the venue
* Any other breach of these conditions has occurred, resulting in call out charges of other costs to [Parish].

Otherwise the bond will be returned in full within 5 (five) working days after payment has been made and all key(s) and/or swipe card(s) have been returned. If additional charges are incurred the refunding of the bond may be delayed. **Under no circumstances will the bond be refunded in cash.**

* **Right of refusal to hire**

[Parish] may, at its discretion, refuse any application for hire and may cancel any booking without assigning a reason. In each case all monies paid will be returned in full.

* **Access to venues**

Hirers are given means of access (keys and/or swipe cards) upon receipt of the signed contract and hire charge payment. The means of access must be returned within ten(10) working days of the hirer’s last booking or a charge will be incurred and either invoiced or deducted from the bond. In some circumstances [Parish] will not issue keys and/or swipe cards – a staff/parish member will open [Parish] venue at appropriate time and a fee may be charged.

* **Cleaning and rubbish removal**
* Hirers are responsible for cleaning the venue
* Basic floor cleaning equipment is provided
* Left-over food must be taken away
* Hirer to supply dishwashing materials and tea towels
* Chairs and tables must be cleaned and returned to their original location
* Cleaning is to be completed within booked period

Hirers must remove all rubbish from the venue after their hire – this includes its removal from carpark and adjacent grounds.

* **Set up and pack down**

In some circumstances assistance with setting up, pack down and cleaning of the facility can be supplied by [Parish]. The additional cost of these services will be added to the hire charge.

* **Noise**

Noise from amplifiers and loudspeakers must be kept to a moderate level at all times and not be more than 80 decibels. Failure to comply with this condition may cause complaints to Noise Control which may result in the early closure of your function or confiscation of equipment.

* **Hours of use**

Hirers may not enter their hired venue until the time booked and all functions must end at the completion of the booked period. The booking period must include set up, pack down, and cleaning of the venue.

* **Prohibitions**
* **All Church properties are smoke and alcohol-free zones**
No alcohol or smoking is permitted anywhere on the property.
* Premises are fire protected by [automatic fire alarm and smoke detectors]. If deliberately activated, fire service will attend. This will result in a fine of up to $1,500.
* No decorations or scenery may be attached to, or hung from, any part of the venue without prior written approval from [Parish].
* No open fires, smoke machines, naked flames (incl. candles and kerosene lamps), BBQs or spits are to be used inside any facility without prior written consent of [Parish]. There is a cost to isolate alarms. If a fire alarm is set off by the user of these items a charge will be incurred.
* **Security**

The hirer is responsible for securing the facility upon completion of the function. Please ensure:

* All lights (including toilets), heaters, stoves, fans and other electrical appliances are turned off
* Windows and doors are closed and locked

If a security guard is required either at the hirer’s request or [Parish]’s discretion these are supplied by [Parish]. The additional cost for this service will be added to hire charge.

* **Loss or damage / Hirer’s insurance responsibility**

[Parish] accepts no responsibility for loss or damage to any property of the hirer or any guest or invitee’s property which may be brought to the venue, whether within or outside the premises, and does not provide any insurance cover for such property, including that left secured in any storage facility which may be provided. [Parish] strongly recommends hirers take out an appropriate insurance policy.

* **Supervision of children**

Churches at [location] are not designed for childcare purposes and there may be potential hazards present. All children are to be supervised by an adult at all times, including in bathrooms and surrounding areas, and outside the buildings.

* **Fire safety**

Every hirer is required to be familiar with the evacuation procedures of the facility in case of fire, and for the attached instructions of the appointed Fire Warden.

The appointed Fire Warden must ensure that all means of exit are clear and are checked upon entering the facility, and then every two hours thereafter for the duration of the hire.

In case of fire, evacuate immediately then notify the Fire Brigade by phoning 111.

* **Car parking**

Use of the car park by hirers is at the discretion of [Parish].

The parking spaces within the Church’s boundaries are private car parks.

i. Priority parking is assigned to Parish Committee members, congregational activities, tenants and [Parish] staff.

ii. Parking for hirers is not routinely provided.

iii. Unauthorised or illegally parked vehicles will be towed at the car owner’s expense.

Note: All cars must be out of the carpark before 11pm every day as the gate is locked at this time.

We ask that venue users be ever respectful of the neighbouring properties when parking vehicles.

* **Breach of conditions**

Any breach of these conditions may result in:

* Forfeit of all or part of the bond
* Closure of the function
* Refusal to accept future bookings
* Extra charges being incurred
* **[Parish]**

[Parish] reserves the right for [Parish] staff to be present in [Parish] facilities at any time.

**No relationship of landlord or tenant arises between [Parish] and the hirer. If you have any problems during your hire period phone [phone] during normal business hours.**

**Evacuation Procedures**

**1. In case of fire**

 Operate the nearest fire alarm box. Call 111 and ask for Fire Services

**2. When you hear the fire alarm:**

 Leave the building promptly

 Walk calmly

 Keep moving out of the building

 Only return when the all clear is given by Fire Services

**3. Exit**

 Fire exits are clearly marked.

 Alternative fire exits are clearly marked.

**4. Assembly area**

 [venue]: **[assembly area]**

**5. Wardens**

 You are required to nominate a fire warden for your group. This person must be aware of their responsibilities.

**6. Responsibilities**

 In an emergency the fire warden responsibilities are:

* To ensure the area hired is clear of all people
* To clear all areas being used by all people attending your function
* To advise Fire Service, on their arrival, of the evacuation status.
* To ensure people do not enter the building until the all clear is given by the Fire Service.

**Security Agreement**

*Any breach of the above Conditions of Hire may result in a partial or total loss of bond*

* [Parish] has a monitored alarm system and your security code is confidential
* On entering the building, check to see if the alarm is set.
* If you have any problems after hours, please ring [security firm/person] [security phone].
* If you are the last group/person leaving the building you must set, close and lock all external doors.
* If you fail to secure the external doors your group will be invoiced for the security callout fee.

Keys and/or swipe cards which have been allocated to you will give access to the building and to the room/s as per your hire agreement. These keys and or swipe cards are your responsibility. If they are lost or misplaced you will be charged a replacement fee of [$25.00,] payable either prior to replacements being issued, or will be deducted from your bond (as applicable).

**Handy Hints**

To assist you during your hire of this venue we have listed some information we hope will be of assistance:

* **Rubbish** – supply your own rubbish bags. All rubbish must be removed by hirer, from inside the venue, the carpark and adjacent grounds.
* **Tea towels / paper towels** – supplied by hirer
* **Detergent** – The dishwasher has detergent automatically supplied. Any detergent used for hand washing dishes – supplied by hirer.
* **Plates and cultery etc** – supplied by hirer
* **Pens, paper, whiteboard markers, extra toilet paper etc** – by hirer
* **Decorations** – Streamers, balloons etc must not be attached to walls, ceilings etc unless prior approval granted by [Parish]
* **Notices** – Only to internal noticeboards of venues, unless agreed otherwise
* **Mops, brooms etc** – located at [location]
* **First aid** – supplied by hirer. Please ensure you have sufficient for the number of people, and appropriate for the activities you are undertaking

**Check the following upon exit of venue**

* Doors, windows have been locked and are secure
* Air conditioning units, fans and heaters are turned off
* Rubbish has been removed
* All taps are turned off
* Venue has been left clean and tidy
* Any left-over food is removed from the premises.
* The alarm has been set where required