



88 The Parade, Island Bay, Wellington 6023. Ph 383 8699; email office@ibpc.org.nz www.ibpc.org.nz

Casual Booking Form for the Church & Church Centre

Welcome. At Island Bay Presbyterian Church Centre (IBPC) we offer you:

- A safe and friendly environment
- A place where all activities will be in harmony with a basic respect for God and the Christian faith
- A place that is used by many community groups including the activities of the Church
- A place that is dependent on co-operation between groups, and responsibility concerning cleaning and security.

Please complete this form and accept the **Conditions of Hire** below, and return it to office@ibpc.org.nz or bring it to the church office.

Today's date: _____

Group Name: _____

Postal Address: _____

Contact person: _____

Phone number: Landline: _____ Cell phone: _____

Second contact and number: _____

Email: _____

Event: _____

Booking type (circle): one-off event / regular ongoing booking

Date(s)/day(s) for booking: _____

Start time: _____ End time: _____ Total hrs. : _____

Date(s)/day(s) for booking: _____

Start time: _____ End time: _____ Total hrs. : _____

Spaces to be hired: (please tick)

Church: _____ Hall: _____ Lounge: _____ Kitchen is included in hire.

Church Foyer: _____ Kitchen only: _____

Hire rates per space:

Community and non-profit groups/classes:	\$16.96 + gst / hour (= \$19.50 gst incl.)
Parties (you get Hall plus Lounge) and fee-paying classes:	\$30.00 + gst / hour (= \$34.50 gst incl.)
Commercial use:	\$30.00 + gst / hour (= \$34.50 gst incl.)
	\$50.00 + gst / hour for the full centre.
Church:	\$25.00 + gst per hour.

Weddings and funerals: please contact us.
IBPC has sole discretion over the price for services provided to the hirer.

Extra Resources:

Trestle tables (14) and chairs (100): free with hire. Advise when booking. \$5/table for off-site functions.
Children’s party toys: \$15 for 10 ride-ons and trikes. Any damages must be paid for.
Other: white board (free); data projector \$30 + gst.
Piano: Can be used only with prior approval. Do not put food, drink or sticky fingers on/near piano.

Number of spaces: ____ x hours ____ x rate: \$ ____/hr. Total: \$ ____ + gst. = \$ ____

Extra costs: \$ ____ Total incl. gst: ____

Deposit: \$ ____ (upon request)

Bond: \$ ____ Bond receipt #: ____ Key Deposit if requested-\$10: ____

Date and method of payment: ____ Please invoice me

Receipt number (s): ____ Key number: ____

Payment: invoice, cash or cheque payable to Island Bay Presbyterian Church.

I accept the ‘Conditions of Hire’ below :

Signed on behalf of hiring group: _____ Name: _____

Signed on behalf of IBPC : _____ Name: _____

Date: _____

Conditions of Hire

Your Booking

- Include time for setting up, cleaning and rearranging furniture. If there are any *unforeseen* changes to your booked time, this can be accommodated only by prior arrangement.
- Before your event, a representative of your group must complete an emergency and safety walk-through of the premises, and collect a key.
- Only the areas to be hired are to be used by the hirer.
- Regular bookings: 2 weeks’ notice is required to cancel (and not be charged for) a booked session. If inadequate notice of cancellation is given, you may be asked to pay for the booking.

Access & Security

- Car-park: This is designed as a one-way system. Enter under the church canopy and exit by the drive. Please park only within the defined spaces.
- Keep all doorways clear for emergency access.
- Group leader must ensure windows are closed, doors locked, heaters, taps, lights and relevant electrical equipment is off (don’t forget the toilets). Any damage arising from a failure to do so will be the responsibility of the hirer.
- If the Church Centre becomes temporarily unavailable we will attempt to give at least 3 days’ notice.
- You are responsible for the return of the key as soon as possible after hire of our facilities.
- Security is the sole responsibility of the hirer.

Cleaning

Please leave the premises in a cleaned and tidy condition as a courtesy to the group that next uses the space.

- Before departing, vacuuming the carpets. Gym requires dry-mopping or vacuuming. Vacuum cleaner, broom and mop are in the cupboard next to the kitchen entrance.
- IBPC reserves the right to charge for cleaning services if cleaning has not been adequately done.
- Kitchen and toilet floors are to be left clean. Please mop if necessary.
- Pack away extra tables and chairs before you leave.
- Crockery and cutlery must be washed, dried and put away.
- Please bring your own rubbish bags. Take away your rubbish (including nappies) and recyclables.

Care of the premises

- No smoking or alcohol on the property.
- No aerosols (spray paint, glitter, foam etc) or paint on the property. No cellotape or pins on walls.
- Please be careful with old kauri table in the foyer; it is a precious taonga.
- Wheels: no skateboards, bikes, scooters inside. Balls: balls in the *hall only*; no ball play after 10pm.
- *Lift* rather than drag furniture in the hall.

Damage & Loss

- The group/individual hiring the premises is responsible for any damage to or loss of church property, furniture, fittings or equipment caused by persons in their group. Cost of repairs or replacements are payable by you, the hirer.
- IBPC is not responsible or liable for loss of or damage to a hire group's property, or that of any individual within the hire group, and church insurance does not cover such loss or damage. This applies to your vehicle while in the church car park. We recommend appropriate insurance be obtained.
- Let us know of things that need repair in any of the Centre spaces. Please be respectful of the furniture.

Noise

- Gym: due to the proximity of residences to the hall, IBPC reserves the right to curtail or cancel any activity or booking that unduly affects our good neighbourly relations. To this effect, any use of amplified sound, or music, must have prior approval. This applies to events in any church space.

Evacuation (in accordance with the I.B.P.C. Fire Evacuation Plan)

In hiring the premises you are responsible for:

- Being familiar with the evacuation plan, floor plan, emergency exits, location and use of fire fighting equipment and fire alarm, location of Assembly Point, Building Assistance Register and Wardens duties.
- Appointing a Fire Warden and ensuring they are conversant with actions required in event of a fire.
- Informing your group of the evacuation plan, exits, assembly point and fire fighting equipment.

Breach of Agreement

In the event of the hirer committing a breach of any of the Conditions of Hire IBPC has the right to terminate the agreement by notice in writing.

Contact

Email: office@ibpc.org.nz ; Church office: phone 383-8699

For queries while you are at the church/church centre: Graeme Mahoney. Mobile: 021 1622936.

We hope you enjoy your time with us, and find the Church Centre a good venue for your group.