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88 The Parade, Island Bay, Wellington 6023. Ph 383 8699; email [office@ibpc.org.nz](mailto:office@ibpc.org.nz) www.ibpc.org.nz

**Wedding Booking Form**

Welcome. Please complete this form, accept the **Conditions of Use** below, and return it to [office@ibpc.org.nz](mailto:office@ibpc.org.nz) or bring it to the church office. Thank you.

Today’s date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your names: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postal address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number: Landline: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cell phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Second contact and number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Wedding Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rehearsal date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time of ceremony:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Church booking time: from: \_\_\_\_\_\_\_\_ to: \_\_\_\_\_\_\_\_\_

After-service function: Lounge and/or Hall booking time: from: \_\_\_\_\_\_\_\_ to: \_\_\_\_\_\_\_\_\_\_\_\_

**Wedding fees:**

Church: $250.00 + gst

Minister: $200 including preparatory meetings ($250 if the wedding is in another venue)

Sound technician: $175.00 (paid direct)

Organist: $100.00 (paid direct)

Lounge and/or hall: $30/hour + gst. Includes kitchen, trestle tables and chairs, outside spaces.

Deposit: $\_\_\_\_\_\_\_ (upon request)

Date and method of payment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **** Please invoice me

Receipt number (s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Key number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Conditions of Use 2018**

At Island Bay Presbyterian Church Centre 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.

**Your Booking**

* If there are any *unforeseen* booking changes please advise us soon as possible.
* Rehearsal: Please arrange with the church administrator for a key for church access.
* Sound: Contact the designated sound person several weeks out, to discuss sound and rehearsal/ceremony needs.
* Setting up church: You may shift furnishings and bring your own decorations etc. Please take photos of how the church is set up *prior* to making changes, so you can return everything correctly.
* Safety: when moving church items, please ensure they are stored safely and away from emergency exits.
* Include time for setting up, cleaning and rearranging furniture.
* If inadequate notice of cancellation is given, you may be asked to pay for the booking or part of the booking.
* If the Church Centre becomes temporarily unavailable we will attempt to give at least 3 days’ notice.

**Access**

* Car-park: This is designed as a one-way system for ease of movement. Enter under the church canopy and exit by the drive, and park only within the defined spaces.
* Keep all doorways clear for emergency exit.

**Cleaning the premises**

* Before departing, all carpeted areas used require vacuuming, and hall requires sweeping.
* Cleaning equipment is in the cupboard next to the kitchen entrance and in the kitchen.
* Kitchen and toilet floors to be left clean. Please mop if necessary.
* Pack away tables and chairs before you leave.
* Crockery and cutlery must be washed and dried and put away.
* Please bring your own rubbish bags. Take away your rubbish, recyclables and nappies.

**Care of the buildings**

* Confetti: Please ask your guests NOT to bring plastic confetti. It is difficult to remove from the garden.
* No smoking or alcohol on the property, unless express permission is granted by Parish Council.
* No cellotape or drawing pins on walls or ceilings..
* *Lift* rather than drag furniture in the hall.

**Security when leaving**

* Group leader must ensure windows are closed, doors locked, heaters, lights and relevant electrical equipment is off (don’t forget the toilets).

**Fire Evacuation**

In hiring the premises you are responsible for:

* Being familiar with the evacuation plan, floor plan, emergency exits, location of Assembly Point and Building Assistance Register and Wardens duties.
* Knowing the location and use of the fire fighting equipment and fire alarm.
* Informing your group of the evacuation plan, exits, assembly point and fire fighting equipment.
* Being the Warden if the Chief Warden is absent.
* Conducting a head count of members of their group upon evacuation.

**Other resources**

* Piano: located in the main lounge. Key hanging on the noticeboard. Fold cover when using the piano. Do not put food or drink on top of piano. No sticky fingers or food near the keyboard.
* Trestle tables (14) and chairs (100). Please advise your needs when booking.
* Toys: some large toys for under-5s can be hired.

**Damage & Loss**

* Let us know of things that need repair in any of the Centre rooms and spaces.
* Users are liable for damage and loss of church property caused by persons in their group.
* Please arrange your own insurance for equipment you bring to/keep on church premises. IBPC is not liable for loss of or damage to your property and our insurance does not cover it.

**I accept the ‘Conditions for Use’ (below): Yes / No**

**I have supplied the completed Wedding Contacts form:** **Yes / No**

**I accept the ‘Sound Conditions of Use’ document: Yes / No** (If relevant)

Signed on behalf of wedding party: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed on behalf of IBPC :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact**

Email: [office@ibpc.org.nz](mailto:office@ibpc.org.nz) ; Church office: phone 383-8699

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

Hm 973 6278.

We hope you enjoy your time with us.

I.B.P.C. MANAGERS 2018