

Church Booking Supplementary requirements and sound info

Welcome to Island bay Presbyterian! Along with all the joy, anticipation and...planning, there is always some background work to consider so that your day runs smoothly.

For your wedding day, please nominate who will take responsibility for the practical side of using the venue, with a *name and contact number* for each person responsible for the tasks below.

You have booked our church for your **Wedding day and date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Preparation:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Who will oversee the rehearsal times and arranging/decorating church?

**Sound system:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please contact the IBPC sound person, Graeme Mahoney, at least *one week* before your wedding. He will meet and go over accessing and using the systems. You may bring your own sound system, or, provided you have someone with sound expertise, use the church’s system. Graeme’s number (a/h) is 973 6279.

**Rearranging the church:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This person will see that all resources and furniture are put back as they were. It is useful to take photos of the spaces you are altering *before* you move items.

**Follow up:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Who will take responsibility for cleaning, vacuuming, rubbish/recycling for the spaces you use?

**Security:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Who will check the premises are locked, lights and heaters are off, and will return the key to the church centre?

**Safety:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Who will meet the church administrator to run over the safety and emergency procedures before the wedding, and be present for the duration of the wedding events.

**Island Bay Presbyterian Church Sound System Agreement**

**Conditions of use when the church staff are not used**

1. That whoever is taking responsibility for the sound system communicate with the IBPC Charge Tech at least one week ahead of the event to discuss needs & what is available etc. This enables everyone to know where they are, & time to hire additional gear if required.
2. That if they make any changes to the systems, e.g. wiring routing, mixer settings that they be set back to what they were previously before leaving.
3. That any changes to stage setup, eg positions of instruments, cabling, be set back to how they were found.

Reasoning: This system is used for Sunday services and many of the volunteers do not have the skills to troubleshoot or rearrange lines 10 minutes before a service.

1. That any damage be notified to the IBPC Sound Tech as soon as possible.
2. That the cost of repair or replacement for such damage be the responsibility of the hirer.
3. No adjustments are to be made to the PA Driverack as this has been set up to control the FOH frequency response using time domain spectrometry & should not need to be altered. If EQ additional to mixer is required an external EQ unit should be used (hired, brought in) between the mixer & PA/FOH speakers.

**Signed: (wedding party):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Thank you and we wish you a wonderful wedding.

Island Bay Presbyterian Church