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

**Booking Form for Church Facilities 2024**

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

* A safe and friendly environment where all activities will be in harmony with a basic respect for God and the Christian faith
* A space used by many groups including the Church, and reliant on co-operation between groups.

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Event description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Date(s)/day(s) for booking**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total hrs. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date/time for ‘walk through’**(Health & Safety and access, the week prior) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Who will attend this site visit? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Spaces to be hired: (please tick)**

Church: \_\_\_\_\_\_\_\_\_ Hall: \_\_\_\_\_\_\_\_\_ Lounge: \_\_\_\_\_\_\_\_ Kitchen is included in hire.

Church Foyer: \_\_\_\_\_\_\_\_\_\_\_ Kitchen only: \_\_\_\_\_\_\_\_\_

**Hire rates per space (gst inclusive):**

Community and non-profit groups/classes: $25 / hour

Parties (Use of Hall + Lounge + Kitchen): $50 / hour

Classes (where attendance fee applies): $35 / hour

Commercial use: $50 / hour

 Hall + Lounges $75 / hour

Church (auditorium): $35 / 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. $8/table for off-site functions.

Children’s party toys: $20 for 10 ride-ons and trikes.

Data projector $30 + gst. Other: white board.

Bluetooth access in church by arrangement.

Pie warmer: (for off-site hire) $50 + gst

Piano: Can be used with prior approval. Not for young children.

Number of spaces:\_\_\_\_ x hours \_\_\_ x rate: $ \_\_\_\_\_/hr. Total: $ \_\_\_\_\_\_\_

Extra resources: \_\_\_\_\_\_\_\_$:\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $: \_\_\_\_\_ Total: $ \_\_\_\_\_\_\_\_\_\_\_

Method of payment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **** Please invoice me

**I accept the Island Bay Presbyterian Church ‘Conditions of Hire’ for 2023 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 *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 arrange access.
* Only the areas that have been hired can be used by the hirer.
* Payment for casual bookings is required before the booked event.
* Cancellation: 2 weeks’ notice is required to cancel (and not be charged for) a booked time. If inadequate notice of cancellation is given, you may be asked to pay for the booking.

**Access, Security and Safety**

* Keep doorways clear for emergency access.
* Keep smoke-stop door closed between Centre foyer and stairs to auditorium. This is a legal obligation.
* Group leader ensures windows are closed, doors locked, heaters, taps, lights off (don’t forget the toilets) and relevant electrical equipment off. Any damage arising from a failure to do so will be the responsibility of the hirer.
* Carpark: Please park within the defined spaces.
* If the Church Centre becomes temporarily unavailable, we will attempt to give at least 3 days’ notice.
* You are responsible for returning the key to lock box at the conclusion of the hire.
* Security is the sole responsibility of the hirer.
* You are responsible for the safety of your group members while they are here; group members are responsible for their own safety should they arrive before or depart after the booked time.

**Cleaning**

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

* Before departing, vacuum the carpets. Gym requires sweeping (wide broom in 4th cupboard). Vacuum cleaner, broom and mop are in the cupboard next to the kitchen entrance.
* 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.
* Rubbish: Please bring your own bags. Take away your rubbish (including nappies) and recyclables.
* IBPC reserves the right to charge for cleaning services if cleaning has not been adequately done.

**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.
* 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/resources is responsible for any damage to or loss of church property, furniture, fittings or equipment caused by persons in the 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**

This is a residential area. IBPC reserves the right to curtail or cancel any activity or booking that unduly affects/could affect our good neighbourly relations. Thus, any use of amplified sound, voice or music must have prior approval, and sound levels must be kept reasonable.

**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 firefighting 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 firefighting 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 operational 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.

Island Bay Presbyterian Church BOARD OF MANAGERS 2024