



For office Use Only

Entered into calendar on: _____

Amount quoted: _____ bond: _____

Proposed payment: Invoice/bank dep/cash

Invoice No: _____ Date: _____

Comments:

This document includes a hire application form and the terms and conditions of use We are pleased to be able to offer our facilities to the community for suitable events when they are not being used by the church for its own activities.

Please note: Knox Church is a smoke-free and alcohol-free venue.

HALL HIRE APPLICATION (Birthday Party)

Name: _____

Address: _____

Name of Contact Person on the day: _____

Daytime contact ph. _____ After hours contact ph. _____

Email address: _____

I/we wish to book the following halls / rooms (see schedule for hire costs):

Fellowship Hall

Booking date: _____

Event start time: _____ Event finish time: _____

Require access at (time): _____ Departure time: _____

Detailed description of event: _____

Expected number of people to attend: _____

cont. next page

Other comments / enquiries:

Yes, I will call into the office the 4 days prior to collect keys and get alarm code etc, make payment.

NB: Please do not use the bubble machine, this is for playgroup use only.

Account details for refund of any bond:

Account Name: _____

Account Number:

□	□	—	□	□	□	□	□	—	□	□	□	□	□	□	□	□	□	□	□	—	□	□
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I / we have read and agree to the terms and conditions for the use of the facilities and the procedure in case of fire or emergency. I / we will take full responsibility for the health and safety of all those attending our event and will not hold Knox Church responsible for any accident or injury resulting from the use of these premises.

Signature of applicant: _____ Date: _____

OFFICE USE ONLY

Conditions / comments _____

Leaving Checklist

(Please complete on departure and post in letterbox)

- Put away 3 boxes of toys used (sorted into relevant boxes)**
- Emptied all rubbish**
- Vacuum carpet floor**
- Mop Lino floor**
- Kitchen cleaned and dishes away (if you used tea towels please return within 3 working days)**
- Set out room according to photos attached**
- TV/Stereo turned off**
- Windows closed**
- Heatpumps (x2) turned off**
- Bi-fold doors locked (top and bottom)**
- Set burglar alarm & locked the front door**

Name: _____ **Date:** _____

CONDITIONS OF HIRE

All persons wishing to hire the Knox's facilities in part or whole must complete and sign an application form.

Knox Church reserves the right to refuse permission for the Hall to be used for any purpose, for which in the church's opinion is likely to offend or cause damage to church property.

Hall bookings cannot be confirmed any earlier than six months prior to the date required. Knox Church will make every effort to honour all bookings but reserves the right to cancel any booking should the need arise.

Knox Church is a **smoke-free, alcohol free** venue.

Sub-letting of the Hall in whole or part is prohibited.

Knox Church is located in a residential area. Please keep noise to a minimum and if you are using the facilities in the evening please ensure all curtains are closed.

Knox Church has 54 car parks. Please do not park on the grass or in the "Staff Only" or "Minister" carparks at ANY time (these parks may be needed outside normal working hours).

Knox works hard to maintain its facilities to a high standard. Failure to leave the Hall in a clean, tidy state of repair will result in Knox Church carrying out cleaning / repair work and the cost of that work will be deducted from the bond.

No decorations or fittings are to be attached to the walls without the permission of the Board of Managers.

Any damage to or loss of Hall property will become the responsibility of the Hirer. The hirer will pay for the restoration of such damage or loss. The Knox Board of Managers will assess the extent of such damage or loss.

A Bond of \$120 is to be paid and will be returned after the event. Any non-compliance of the above conditions may result in forfeiture of all or part of your bond.

Lockbox codes for the door key can only be obtained from the Knox Church Office between the hours of 9.00am and 3.00pm, Monday to Friday. For other arrangements please contact the Church Office, ph 569 9528. The Hirer is liable for the cost of replacing the door locks on the Hall if the keys are lost.

BEFORE VACATING THE PREMISES

Ensure that all windows are closed, doors are securely locked, and all lights are turned off and the alarm is set

CLEANING

Please note the following:

1. Tables and chairs must be left set up as you found them.
2. All crockery and cutlery must be left in a clean, hygienic condition. Please report all breakages to the Church Office.
3. Kitchen surfaces must be cleaned thoroughly.
4. Any tea towels, tablecloths etc must be washed and ironed and returned to the church office the following week.
5. Switch off all electrical appliances.
6. Vacuum carpeted areas and/or sweep and mop all hard floors used.
7. Remove all rubbish before vacating the premises – wheelie bins are available for small amounts of rubbish – for large events please remove rubbish from site.
8. Clean toilet pans and urinals. Sweep and mop all toilet floors.
9. Cannon Hygiene is responsible for emptying the nappy container but please help keep this bin odour free by putting dirty nappies into a small blue plastic bag (kept next to the bin or on the changing table). Fresh supplies of these bags are kept in kitchen drawer with the tea towels. Wipe down the changing table (which is attached and folded against the wall in the washroom) after use.

SECURITY ALARM

You will have been given the alarm code and instructions on how to set and unset the alarm.

If, upon entering the premises you accidentally set off the alarm, please immediately phone **0800 339 999** to let the security company know that it was accidental. If you do not call the security company a call-out fee will be charged as they will send out a security guard to check these premises upon activation. You will be charged for the call-out fee. **If you inadvertently activate the alarm, please call Codex on 0800 339 999.**

FIRE ALARM

The fire alarm in Grimes Hall/Café part of the complex (not old church, fellowship hall) is monitored . In the event of accidental activation please contact Codex immediately on 0800 339 999

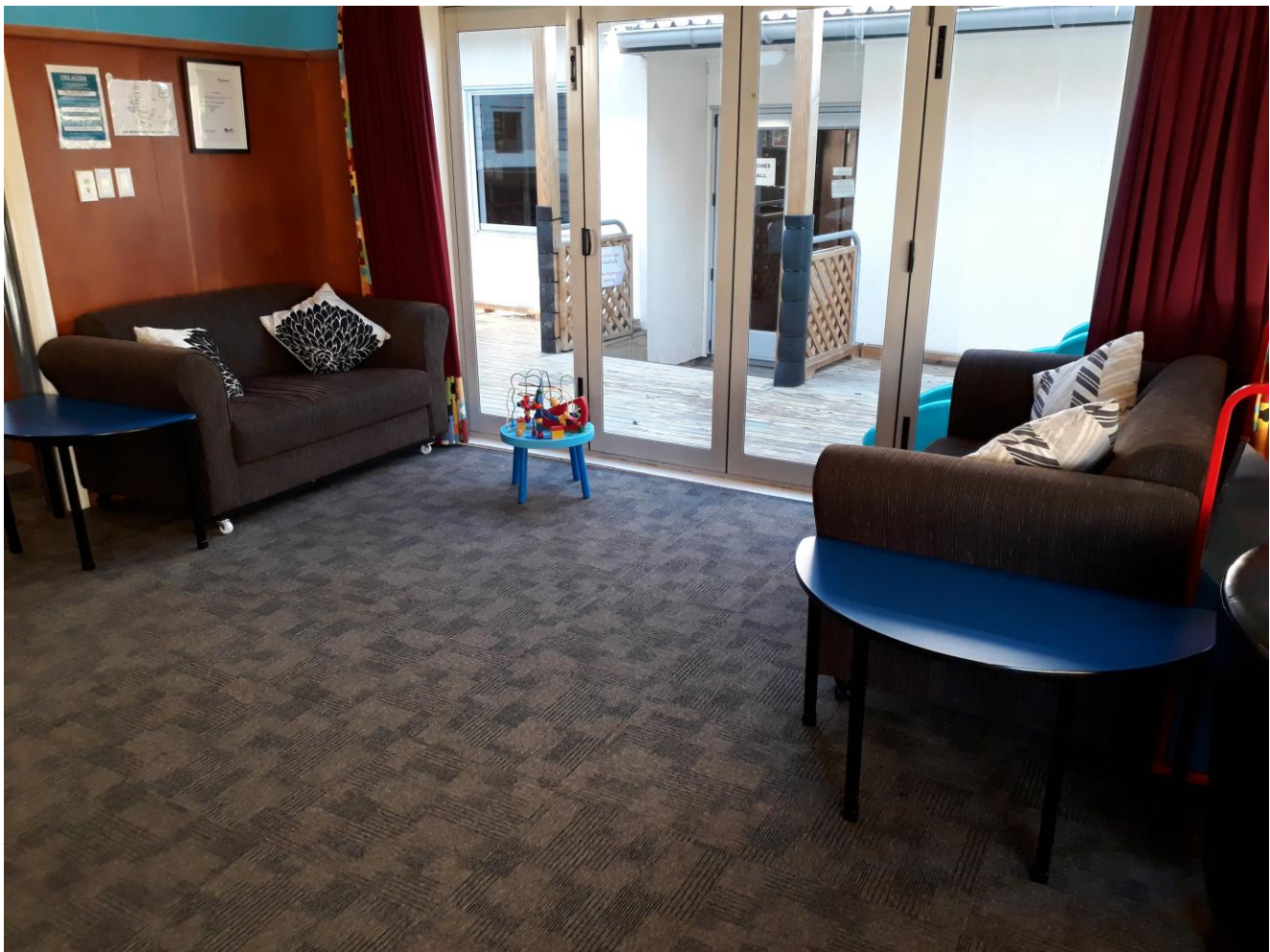
PAYMENT

Please pay by cash to the Knox Church Office or deposit into the Knox Presbyterian Church bank account: 02 0528 0033206 00 reference is "B'day" followed by your surname. Payments must be made prior to hire date.



Hire Application Birthday Party Fellowship Hall 2026





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