



For office Use Only

Entered into calendar on: _____

Amount quoted: _____ bond: _____

Proposed payment: Invoice/bank dep/cash

Invoice No: _____ Date: _____

Comments: _____

Thank you for your enquiry with regard to the hire of Knox's facilities. 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. This document includes a hire application form and the terms and conditions of use. Please note that Knox Church is a smoke-free and alcohol-free venue. Please complete the application form and return it to the church office at 574 High St, Lower Hutt. We will contact you once we have received your application.

HALL HIRE APPLICATION (FOR SINGLE EVENT)

Name of Organisation: _____

Address: _____

Name of Contact Person: _____

Daytime contact ph. _____ After hours contact ph. _____

Email address: _____

I/we wish to book the following halls: _____

Grimes Hall Kitchen Café/Foyer Fellowship Hall

Knox Church Library Small meeting room (nursery) Boardroom

Booking date: _____

Event start time: _____ Event finish time: _____

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

Detailed description of event: _____

Expected number of people to attend: _____

Fee / charge will be made for those attending: yes / no of \$ _____ per head

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I/we require the use of (see schedule for hire costs):

- _____ tables (no.) – café tables / trestle tables _____ chairs (no.)
- Whiteboard (\$20) Portable screen (\$20)
- TV / DVD player (\$40) Microphone & speaker/amp (\$20)
- I/we wish to use the cleaning services provided by Knox Church: (see schedule for costs)
- I/we will provide our own team to clean up after the event.

Other comments / enquiries:

Account details for refund of any bond:

Account Name: _____

Number: - - -

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 _____

CONDITIONS OF HIRE

- All persons wishing to hire the Knox's facilities in part or whole must complete and sign an application form before the booking is registered.
- 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.
- Sub-letting of the Hall in whole or part is prohibited.
- **Knox Church is located in a residential area. Please respect the privacy and wellbeing of our neighbours. 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 ample parking – please do not park on the grass or in a way that prevents our neighbours from free access to their properties. DO NOT park in the staff only or Minister's carparks at ANY time. These parks may be needed outside normal working hours.
- Knox Church is a smoke-free, alcohol free venue.

A bond of \$200 is to be paid and will be returned after the event. Any non-compliance of these conditions may result in forfeiture of all or part of the bond.

- 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.
- 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.
- Hall keys 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 keys if lost.
- Please do not bring bicycles, scooters and skateboards into the buildings.
- No balls are to be brought into or played with inside the buildings.
- Please report any and all damage to the church office – we understand that accidents happen but if we don't know about it we can't fix it!
- Clean up food and drink spills on carpeted areas promptly – please also let the church office know so that additional cleaning processes can be applied if necessary.
- If you use the main kitchen, please use the fan/range hood when cooking and/or dishwashing.
- Please obtain permission from the church office if you wish to move or borrow equipment.
- After use please clean, tidy up, remove rubbish and leave the premises as you would expect to find them – if a previous group has not left the space clean and tidy, please let the church office know.
- When you leave the building please check that ALL doors and windows are locked and set the alarms.

- **BEFORE VACATING THE PREMISES**

Ensure that all windows are closed, doors are securely locked, and all lights are turned off.

CLEANING

The Hirer may choose to make use of the church's cleaning services at a cost of \$50.00.

If you choose to clean the facilities yourself after use, please note the following:

1. Tables and chairs must be returned to storage area – or left set up as you found them.
2. All crockery and cutlery (if applicable) 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, table cloths 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. Fellowship (Small) Hall only - Cannon Hygiene is responsible for emptying the nappy container but please help keep this bin odor 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.

(You are welcome to use the church's cleaning equipment - check with the office for location of cleaning cupboard)

SECURITY ALARM

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

In the event of the security company being called out to attend the alarm at your event, there will be a call-out fee charged. This is currently *\$95.00*. **If you inadvertently activate the alarm, please call the Securely on 0800 904 904.**

FIRE ALARM

The fire alarm in the Grimes Hall/Café part of the complex (not old Church or Fellowship Hall) is monitored. **In the event of accidental activation (e.g. burn toast) please contact Securely immediately on 0800 904 904.**