



*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 (FOR SINGLE EVENT)

Name of Contact Person: \_\_\_\_\_

Name of Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

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       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

cont. next page

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:

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**Account details for refund of any bond:**

Account Name: \_\_\_\_\_

Account Number:

<input type="text"/>	<input type="text"/>	—	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	—	<input type="text"/>	<input type="text"/>
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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: \_\_\_\_\_

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**OFFICE USE ONLY**

Conditions / comments \_\_\_\_\_

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## CONDITIONS OF HIRE

- All persons wishing to hire Knox's facilities in part or whole must complete and sign an application form.
- Knox Church reserves the right to refuse permission for the facilities 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 (eg for funerals).
- Knox Church is a smoke-free, alcohol free venue.
- Sub-letting of Knox facilities 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 Grimes Hall 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).
- Smoke or fog machines MUST NOT BE USED as they may trigger the fire alarm. Hirers are liable for costs incurred for any activation of the fire or security system during their event.
- A bond of \$200 is to be paid and will be returned after the event. Any non-compliance of these conditions of hire may result in forfeiture of all or part of the bond. Knox works hard to maintain its facilities to a high standard. **Failure to leave the facilities in a clean, undamaged condition will result in the cost of remedial work being deducted from the bond.**
- Any damage to, or loss of property at Knox, will become the responsibility of the Hirer. The hirer will pay for the restoration of such damage or loss.
- 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!
- **No decorations or fittings are to be attached to the walls or any part of the structure** without the permission of the Board of Managers.
- The access instructions can be obtained from the Knox Church Office on 569 9528 in the week prior to your event (between the hours of 9.00am and 3:00pm, Monday to Friday).
- Please do not bring bicycles, scooters and skateboards into the buildings.
- No balls are to be brought into or played with inside the buildings.
- 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 the alarm is set.**

## **CLEANING:**

The Hirer may choose to make use of the church's cleaning service. See Hire Rates for details.

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. Report any breakages.
3. Kitchen surfaces must be cleaned thoroughly.
4. Used tea towels, tablecloths etc must be washed, ironed and returned to the church office within a week.
5. Switch off all electrical appliances (except fridges and freezers)
6. Vacuum carpeted areas and/or sweep and mop all hard floors used. Vacuum cleaner is stored in the cupboard on the right as you enter the building. Clean up spills on carpeted areas promptly
7. Remove all rubbish before vacating the premises – bins are available for small amounts of rubbish – for large events please remove rubbish from site.
8. Check toilets – make sure taps are off. Turn lights off in the disabled toilets (main toilets are on sensors).
9. Fellowship (Small) Hall only: - 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.

(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 due to an alarm activation at your event, there will be a call-out fee charged. **If you inadvertently activate the alarm, please call ADT on 0800 111 238.**

### **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 ADT immediately on 0800 111 238 to prevent them contacting the fire service. You (as the applicant) will be liable for any costs incurred as a result of alarm activations caused by the actions of those attending your event.**