



## CONDITIONS OF USE - CHURCH FACILITIES

### **Booking the Facilities of Northwest Anglican Church – 2 – 24 Moire Rd Massey.**

Thank you for choosing our facilities for your upcoming event. Our aim is for you to have a smooth running and successful event in the comfort of our facilities.

The person using the premises must be at least 18 years old, must be responsible for the event, also takes on the position as the keyholder for the event.

All bookings must be received by email to [office@northwestanglican.org.nz](mailto:office@northwestanglican.org.nz) at least 1 week prior to your event. Upon receiving your request the administrator will confirm your booking via email. Verbal conversations with Northwest Anglican staff does not constitute a booking.

The booking must include:

- Name & contact details for the person responsible for the event
- Date of the event
- Start & Finish times
- What the event is for ie. Church Service, AGM, Prayer event etc.

**NB. Usage of the rooms does not include any musical or electrical equipment which is kept onsite, unless discussed and agreed upon by Northwest Anglican Church prior to the event.**

### **Keys**

Keys are to be uplifted by the keyholder during office hours unless an alternative arrangement has been made with the administrator.

Keys are not to be copied and the alarm code is not to be given to any other person. Usage of the facility is only for the time booked and no other time.

Lost keys will result in a charge.

### **Hireage Cost & Bond**

Hire fee and bond are to be paid to the church office prior to the commencement of the event.

### **Out of Hours bookings**

For out of hours bookings, all users are required to attend a brief orientation on-site during office hours, to familiarise them with health & safety obligations, fire safety and building layout and security.

### **Cancellation**

Northwest Anglican Church reserves the right to cancel a booking should we require the premises. We will endeavour to give you as much notice as possible.

Anyone using the facilities is asked to give at least 24hrs notice if it is decided your event will not be proceeding.

## **Right of Refusal**

To ensure that no activities of the **User** will conflict with the Christian values and ethos of the Northwest Anglican Church. The **User** will undertake to ensure that the premises will not be used to mark or otherwise celebrate any non-Christian religious ceremony or pagan event (such as Halloween), nor permit any anti-Christian practice or act to be performed within the church precinct.

Northwest Anglican Church may, at its discretion, refuse any request to use the premises and may at any time cancel a booking without assigning any reason, in order to maintain the Christian values and ethos of Northwest Anglican Church.

## **Prohibited**

- No smoking on premises.
- No fireworks or smoke machines are permitted onsite.
- No Confetti.
- No open fires, naked flames, (this includes candles and kerosene lamps). BBQs or spits are to be used outdoors only.

## **Noise**

Keep all noise to reasonable levels. (The noise level should not exceed NPDC limits for residential areas.)

## **Carpark**

All vehicles parked in the carpark are at your own risk. Northwest Anglican Church will not be held responsible for any loss or damage to vehicle or property.

No parking directly outside the main entrance. This is a pick up/drop off area only.

## **Loss or Damage to Users Property**

Northwest Anglican Church accepts no responsibility for loss or damage to any property belonging to anyone visiting the premises at 2 – 24 Moire Rd, Massey whether within or outside the venue, and does not provide any insurance cover for any property, including property that may be left onsite.

## **Damage to Church Property**

Any damage/ breakages to church property no matter how big or small must be reported by email to [office@northwestanglican.org.nz](mailto:office@northwestanglican.org.nz) within 24hrs of the loss occurring. If in any way the breakage is a security issue (Window/door etc) please call Phil Bexley 027 662 0533 immediately (Do not wait until the end of the event)

Any spillages on carpet should be cleaned with WATER ONLY.

Breakages or damages may need to be paid for, however the administrator will advise.

**Failure to notify of loss or damage may result in future bookings being refused.**

## **Northwest Anglican Church Staff and Wardens**

Northwest Anglican Church Staff and Wardens reserve the right for staff and wardens to enter the premises at any time during an event.

### **Health and Safety**

First Aid Kits are stored in the following places: cabinet in foyer upstairs and in the 3 main Kitchens. In the event of an accident or near miss an Incident Form is to be completed and returned to the church office as soon as possible. Any new hazard is also to be reported to the office.

### **Fire Safety**

The keyholder for the group is the designated Fire Warden during that group's event. They are required to be familiar with the procedure for evacuation of the facility in case of a fire. The appointed Fire Warden must ensure that all means of exit are checked twice during the event – once on entering the venue, and once during the course of the function, to ensure there is a clear access. In case of fire, evacuate the facility. Once the alarm is triggered the Fire Department are automatically called.

**Should the User be responsible for a false alarm callout, any resulting cost will be passed on to the User.**

### **Cleaning & Rubbish Removal**

- The User is responsible for leaving the venue clean and tidy.
- Chairs and tables must be cleared and returned to their original location (See photos)
- The cleaning of the venue is to be completed within the booking period.
- All rubbish must be either removed from the venue at the end of the event, or placed in the outdoor council rubbish bins. Please supply own rubbish bags.
- Kitchen area must be left tidy. All benches wiped down, dishes are done & put away etc. Please supply your own tea towels.
- No food is to be left in the fridge at the end of your event.
- Dishes in upstairs kitchen must be put thru steriliser, put away & steriliser drained.
- Dishes in downstairs kitchen must be put in dishwasher & dishwasher turned on (No need to wait for this to finish).

### **Security & Leaving the Venue**

The keyholder is responsible for ensuring the facility has been left secure.

- Entry to the premises for the Keyholder is the main entrance at the Front of the Building or downstairs. Please lock this door after you enter.
- In the event of the alarm company having to attend the premises as a result of your event you may incur an additional cost.
- Alarm is set. The alarm code you are issued with is confidential. (DO NOT SHARE WITH ANYONE) To set or unset the alarm. Enter code & push on/off.

**At the end of the Event:**

- All lights are switched off except; main foyer lights, central stairwell lights off foyer, downstairs foyer light and downstairs toilet lights (these are automatic), heat pumps, stove and electrical appliances are turned off. Air-conditioning in Rata room is on a timer.
- Doors are closed and locked.
- Rubbish has been removed.
- Venue has been left clean & tidy.
- Alarm is set.
- If you have problems after hours please ring Philip Bexley 027 662 0533.
- **Failure to set the alarm may result in future booking requests being refused.**

**Breach of Conditions**

Any breach in the conditions of use may result in:

- Your event being shut down.
- Refusal to accept future bookings.
- Extra charges being incurred.
- Consequences of breaches of Northwest Anglican Church's Health & Safety policy may apply.