

# St Paul's Presbyterian Church

89 Tennyson Street, Napier



## TERMS AND CONDITIONS FOR HIRE OF ASHER HALL AND/OR ST PAUL'S COMPLEX

**Thank you for using our facilities; we are glad to have you here.**

√=applies; X= not applicable

	Hire of the venue does not include any car parks. There is no parking allowed on the Church grounds
	The St. Paul's Complex and Asher Hall rooms are <b>NO smoking areas</b>
	Alcohol is not permitted on site without approval
	The fee for hiring the hall includes power and the use of any trestles
	The Church may need to use the buildings occasionally. You will be given a minimum of 48-hours' notice if there is a conflict with your booking
	Please leave the premises in a clean and tidy condition and remove your rubbish from the premises when you leave. Toilets are clearly marked and must be left in a clean and tidy state at all times including emptying of rubbish bins
	Please do not use furniture for other than its intended purpose. If you are moving furniture, please lift (not drag) and return to their original positions when finished. Please don't stack the chairs
	Before leaving the premises, please <b>ensure all heating and lights are turned off and all doors locked and building secure.</b> (One exception – the Grand piano must be plugged in and switched on at all times)
	If a key is obtained from the Office, return it to the office (if open) or place in the slot in the blue door at the Church. If the key is from You Travel (across the road from St Paul's), return the key to them.
	Any damage to buildings and/or equipment must be reported to the Church office at the earliest opportunity.
	Fire Alarms are not monitored. You must have someone in your group as the designated fire warden who will take responsibility for phoning the Fire Department in case of Fire. See Appendix 2 for Asher Hall Exit Plan.
	Any incidents involving ACC or health and safety, must be reported and recorded in the Orange Book situated on the table in the foyer of Asher Hall
	If you are using the kitchen, please supply your own tea towels (dish cloths and detergent are supplied). If used, the hirer is responsible for cleaning the fridge, emptying the dish washer; and cleaning cutlery and crockery
	If you require storage for equipment, contact the Church office and your request will be considered.
	The Grand Piano needs at least four people to move it. Please contact the Office if you are planning to move it
	Bonds may apply (\$20 for long-term key; \$150 for venue). Discuss conditions with the Office

I agree to these conditions and on behalf of hirer

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Organisation

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
Invoicing address

\_\_\_\_\_  
Venue

\_\_\_\_\_  
Date/Time

	Amount	Date		Date
Fee Quoted	\$			
Fee paid	\$			
Bond received			Bond returned	
Key received			Key returned	

# EVACUATION.

In a Fire or other Emergency use the marked **EXITS** to leave the building immediately.

The Evacuation Assembly point is the grassed area next to the Municipal Theatre.

