



Hall & Youth Room Hire Form



**19 Ranfurly Road,
Epsom,
Auckland.**

Services provided are suited to:

- Meetings
- Weddings
- Birthday Parties
- Art and Craft Groups
- Celebrations
- Community Clubs
- Church Groups

Facilities include:

- Free Parking
- Break Out Areas
- Fully Equipped Kitchen
- Tables and Chairs
- Projector Screen and White Board
- Sound System
- Air Conditioning

The hall can accommodate 90 seated or 120 standing.





TERMS & CONDITIONS

1. The care of the premises is of paramount importance. Applications for venue hire will be accepted only if functions are considered appropriate.
2. When placing the booking the Hirer must fully and fairly represent the purpose for which the venue is required. Under no circumstances may the Hirer sublet or offer the venue to anyone other than the Hirer.
3. The capacity for functions is to be kept within the number of people indicated on the booking form.
4. Should the Hirer wish to use the venue outside office hours (9am – 3pm) there is a lock box for the key and alarm code available.
5. It is the responsibility of the Hirer to have a representative present at the function to ensure safety and security is maintained for their guests and for the venue.
6. St George’s take no responsibility for off-site catering arrangements. Any issues or concerns should be made directly with the catering company.
7. Any additional equipment, apart from what is listed on the booking form is to be arranged by the Hirer.
8. St George’s will not accept responsibility for loss or damage to any property, equipment, display material or decorations brought into the venue by the hirer, facilitator or guests.
9. The Hirer is responsible and must be present for all deliveries to the venue. Delivery can be via Ranfurly Rd or the Halifax Ave back carpark entrance.
10. After the event the venue must be left in a tidy condition with all rubbish removed from site (not placed in the church rubbish bins).
11. The Hirer will incur the cost of any damage to the venue and/or venue equipment.
12. The Hirer acknowledges that risk management should be part of the Hirer’s own Health & Safety plan. The Hirer should make all attendees / guests aware of the location of fire exits, manual fire alarm points, fire hose, fire extinguishers and first aid kits.
13. As the Hirer, on a continuous sounding of the alarm or other warning, you are considered the Warden.
14. For any emergency the Hirer should **dial 111** (the venue is monitored by Alarm NZ, Ph: (09) 303 0303).

I have read, understood and accept the conditions of hire.

Facility hire rate for Hall or Youth Rooms is \$50 per hour plus GST.

Company: _____

Contact Person: _____ Phone: _____

Email: _____

Postal Address: _____

Date of Hire: _____ Start: _____ Finish: _____

No. of Guests: _____ Hall: _____ Youth Rooms _____

Signed: _____ Date: _____

Please return application form to office@stgeorgesepsom.org.nz



INSTRUCTIONS FOR HALL HIREAGE

Key	The key is kept in a lock box (request info from church office), it must be returned to the lock box immediately after use.
Alarm Pad	On the left-hand side on the wall as you enter the hall or youth rooms. Please remember to alarm the area on departure.
Chairs	Kept in the cupboard with brown doors on the left-hand side when entering at the back of the hall.
Tables	Kept in the cupboard in the right-hand far corner when entering the hall of the carpeted area, near the emergency exit.
Stove	Ensure it is turned on at the wall, push and turn to light the elements.
Oven	Turn oven to setting you require.
Hot Water Urn	The switch is on the wall beside the urn. If you are going to need hot water for tea/coffee, turn the urn on as soon as you arrive as it takes ½ to ¾ of an hour to heat up.
Sterilizer	Switch on wall beside hot water jug. To turn on press button on left.
First Aid Box	On the wall in the kitchen near entrance. Note: if there is an accident, please complete a Near Miss / Incident / Accident Report and Investigation Form (on left-hand side of wall as you enter hall) and hand in to the church office, Mon – Fri between 9am – 3pm.

Please Note:

- You will need to supply your own food, tea, coffee, sugar, milk etc.
Please do not use the church supplies.
- It is the responsibility of those hiring the hall to set up and clean up after use.
- Please remove and dispose of all your rubbish, please do not put it in the church bins.
- On departure, ensure all appliances, air conditioning / heating, lights are switched off, ensure all windows and doors are shut, set the alarm, lock the main door and ensure the key has been put back in the lock box.