Anglican Parish of St John, Te Awamutu

Arawata St Te Awamutu; Phone 871-5568 email: stjohns.awa@xtra.co.nz
website: www.stjohnsteawamutu.wainet.org



Old St John's *St Pauls, Hairini* *St Saviours, Pirongia* *St John's, Arawata St*

Policy & Schedule of Hire Rates for the Parish of St John Parish Facilities

The St John's Parish vestry like to make their facilities available to the wider community, demonstrating the generosity that faith in Jesus engenders. At the same time rentals received should help defray standing and maintenance costs.

- St John's facilities comprise the St John's Lounge and the Church Hall and the churches themselves – plus St Saviours, Pirongia and St Pauls, Hairini.
- **All** bookings are to be made through the Parish Office, Arawata St Te Awamutu. (871-5568)
- **For weddings and funerals** please refer to the Vicar on 027 420-5375
- Contact details will be recorded and arrangements made for the key return.

Keys

- Venue hire bookings will be invoiced at the time a bond is paid and the key is collected by the hirer, and payments should be made out to Parish of St John, P.O. Box 38 Te Awamutu.
- Keys must be returned **either** via the drop box beside the Parish Office entry door directly after the function **or** returned to the Parish Office.

Cancellations

Please advise any cancellations, or alterations required to a booking to the Parish Office within 48 hours of event or a fee of half the booking fee will be charged.

Anglican Parish of St John Facility Hire Application Form

Applicant: _____

Person responsible and/or Contact Person: _____

Address: _____

Email: _____

Phone: *(Landline)* _____ *(Mobile)* _____

Purpose of hire: _____

Date(s) required: _____ **Times:** _____

_____ **Times:** _____

Facility required: *(Tick applicable boxes)*

St John's Church ☐ Lounge ☐ Hall ☐

Old St John's Church ☐

St Saviour's Pirongia Church ☐ Lounge ☐

St Paul's, Hairini Church ☐

Equipment required: ***Church digital projector*** ☐

Church Audio/Visual system* ☐ *(approved operator required).*

Organ ☐

(We can supply or train a person to operate the audio/visual system on request)*

The Vestry reserves the right to charge for any damage done to any of these.

I_____ ***Date:*** _____**20**_____

(Please print)

have read and understood the requirements stated above and agree to pay the bond, return the key, all room charges and accept responsibility to pay for any damages that may occur during the time of hireage.

_____***Signed*** _____***Signed***

(Hirer) *(on behalf of St John's Parish)*

Deposit received: _____/_____/***20***_____ ***Receipt No***._____

Full Balance Paid: _____/_____/***20***_____ ***Receipt No***._____

Bond Refunded: _____/_____/***20***_____ ***Receipt No***._____

Keys taken ☐ **Keys returned** ☐

Hire Rates (GST inclusive)

		Lounge	Hall	St John's
Rate	2 hours	$15.00	$35.00	
Morning only	4 hours	$35.00	$70.00	
Afternoon only	4 hours	$35.00	$70.00	
All Day	8 hours	$65.00	$130.00	*$350.00
Evening	4 hours	$35.00	$70.00	

No bond, no key. (There is no fee for parishioners for their personal use but the bond does apply).
Charges for Special Events to be negotiated on a case by case basis by the Vestry

Arrangements for regular weekly/monthly users to be negotiated with the Vestry

Church Hall includes Kitchen for morning and afternoon tea's and appropriate crockery etc., plus the use of the dishwasher.

Equipment includes – White board (only in St John's Lounge)

Regular users should understand that the Hall or Lounge may be required by the church from time to time to cater for funerals or other out of the ordinary functions. The Parish office will give you 48 hours notice.

A bond of $200.00 is to be paid for the hire of the hall on a one-off significant event and will be refunded if keys are returned, all venues are left in a clean and tidy condition and there is no damage to the facilities. (A waiver of the bond should be discussed with the Vicar)

Additional Equipment/facilities

- Data projector in St John's $40.00
- Portable Data projector at other churches $20.00
  (Hirer to use their own laptop)
- Sound system in St John's $40.00 + Operator $25 *($65 total)*
- *(Please advise when booking if you need someone to operate the sound system)*
- Kitchen in Hall *(For cooking meals)* $50.00

Conditions of Hire of the Churches

Remember at all times that these are holy places and a place of Christian worship.

Please respect it. The Property is not to be used for any worship or purpose contrary to the doctrines of the Anglican Church. If in doubt please ask.

The Vestry has the right to decline an applicant the use of their facilities. *(See attached policy)*

Permission to move any furniture in the church must be sought from the Vicar. Any furniture moved MUST be returned to its original place.

Conditions of Hire of other facilities

- All areas must be left clean & tidy
- Floors must be vacuumed or swept and washed
- All chairs must be left as they were found
- All dishes must be washed and replaced in their place.
- Toilets & hand basins left clean
- Breakages charged at replacement cost
- All doors and windows must be secured and locked on departure
- All lights, appliances and heaters turned off
- No smoking is allowed on site
- Alcohol is permitted but we ask that consumption is moderate.
  (NB The parish secretary has discretion to decline an application)
- Hireage is restricted to the facility specifically stated and agreed upon
- Hirer agrees to check the security of the building prior to leaving
- The phone is **only** to be used in **emergencies**
- Do **not** remove anything out of the freezer
- Clear fridge of all your goods and all rubbish to be removed
- Termination of regular booking: notice of one calendar month.
- Any additional equipment brought onto the site is done so at the hirers own risk.
- The Hirer is liable for any damage to church property

Organ Practice

From time to time organists need to have access to the organ for practice purposes. Organists must contact the office on 07 871-5568 to arrange access to the organs in both churches.

The office is open daily from 9 am to 1 pm Monday to Friday.

We would wish to avoid giving out keys to the churches, so access during these hours is recommended as well as appreciated.

We hope we have been able to meet your needs.

Thank you.

Rev'd Julie Guest

Vicar