

Hire and use of North Harbour SDA Church – terms and conditions

The hirer agrees to satisfy his/herself to the following terms and conditions of hire.

Outdoors

1. Road signs and markings shall be observed.
2. Grounds and Gardens are to be respected, keeping all pedestrian traffic to the footpaths, roads and lawns.

Indoors

3. Furnishings and potted plants are not to be moved without the consent and supervision of the church representative.
4. Candles, flowers, and similar objects are not to be placed on pianos, organs or other musical instruments.
5. Pins, nails, cellotape, Blu-Tac and the like are not to be used on interior surfaces or furniture.
6. Smoking is not permitted within the complex.
7. Chewing gum is not permitted within the complex.

General

8. Confetti, rice, rose petals and the like are not to be thrown in the sanctuary, foyer or church grounds.
9. Alcohol is not permitted on the premises.
10. With the exception is made for the use of toilets and foyer areas, rooms not specifically agreed upon in the hire agreement shall not be used.

Sanctuary

11. The main auditorium (Sanctuary) is a venue for the presentations of only Christian activities/ music as determined by NHSDA.

Kitchen / Dining / Hall

12. The Community Room/ kitchen, Seminar Room, and Hall are the only places where food and drinks are permitted unless other arrangements have been agreed to with NHSDA.
13. Only Vegetarian food is to be prepared on the premises.

Sound and Equipment

14. Two weeks prior to the event, the hirer shall contact NHSDA to finalise sound/data requirements. Under no circumstances shall the sound equipment be moved, relocated or replaced. Alternate equipment arrangements shall meet the requirements of NHSDA and all relevant OSH and safety standards. NHSDA shall appoint the required sound/data technicians and shall charge the hirer at \$20.00 (+GST) per technician per hour.
15. Professional cleaners shall be used as necessary at the discretion of NHSDA and cleaning costs shall be passed on to the hirer accordingly. It is noted that this will apply in most cases following the hire of the sanctuary.

Responsibilities of the hirer

16. The hirer shall provide the name and contact number of his/her supervisor for liaison with the church upon agreement of hire conditions.

Hire and use of North Harbour SDA Church – terms and conditions

17. Where possible, the hirer shall make arrangements with the church representative for access to the building two weeks prior to the hire period.

18. The hirer shall pay a bond of \$250 to NHSDA either by cash or cheque prior to the hire period. At the completion of hire, the complex is to be left in a clean and tidy condition. All rubbish is to be removed from the complex. For extended hire periods, this applies to each session. The bond / remaining part thereof will be returned within two weeks of the final inspection of the facilities.

19. The hirer shall ensure that adequate supervision is maintained for the duration of the hire period to ensure the preservation of grounds, finishes and furnishings.

20. The hirer shall satisfy him/herself as to the fire requirements and exits as posted in the building.

21. The hirer shall provide a capable staff of parking attendants where required.

Special Conditions

1. People registered on the church attenders list are exempt from hire charges as determined by the church representative. The bond of \$250 however applies to all users, including church members.

Notes

1. NHSDA shall inform the hirer as to the name and contact details of the Church Representative prior to the hire period.
2. NHSDA reserves the right to refuse applications for hire at its discretion.

Hire and use of North Harbour SDA Church – charging schedule

Separate to cleaning and sound/data technician charges, building Hire Charges shall be calculated in accordance with Tables 1, 2 and 3 below:

Table 1 Building Hire Costs per session (Single hire function)

(subject to alteration for special requirements)

	Sanctuary	Seminar	Dining	Gym	Other Rm
100% \$ value	400	60	70	200	20
Minimum \$	150	20	20	30	10

Table 2 Building Hire Costs per session (Multiple hire function)

(subject to alteration for special requirements)

	Sanctuary	Seminar	Dining	Gym	Other Rm
100% \$ value	By neg.	30	50	By neg.	15
Minimum \$	N/a	20	20	20	10

Table 3 Percentage rates

Purpose	%
SDA Conference	80
Vocational	100
Fundraising	75
Family Fn	75
Non-profit org	50
Hobby	50

Notes/Definitions

1. The hire amount shall be determined and agreed upon in writing prior to the hire period.
2. A bond of \$250 applies to all users, including church members.
3. A multiple hire function is defined as an extended or permanent hire agreement spanning 2 or more single hire sessions, separated by not more than 14 days.