Cover Letter or Preamble

Thank you for your interest in the facilities available at [Church Name].

We have a variety of spaces available and love hosting community, business, and family groups. Attached you will find a:

1. Booking Form
2. Fee Schedule
3. Hire Agreement
4. Things You Need to Know

Please complete the Booking Form, read and sign the Hire Agreement, and return to our office (either via email or in person).

We will confirm the facilities are available and let you know how much it will cost. We will require payment before you can use the facilities please.

If you have any questions about our facilities or how to book, please contact:

[name] [email] [phone]

Our office is open [Tuesday to Friday, from 9am to 3pm]. We look forward to seeing you sometime soon.

Yours sincerely

# PRESBYTERIAN OR UNION PARISH

## FACILITY HIRE - BOOKING FORM

**SAMPLE ONLY – PLEASE DELETE OR AMEND AS APPROPRIATE FOR YOUR PARISH/FACILITIES**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PREMISES** | The buildings of the [XYZ Presbyterian or Union Church] and surrounding grounds at [address]. | | | | | | | |
| **YOUR DETAILS (HIRER)** | | | | | | | | |
| **Group/Organisation** |  | | | | | | | |
| **Person making reservation** | **Name** |  | | | | | | |
| **Role/Title** |  | | | | | | |
| **Phone** | **Mobile** |  | | **Landline** | |  | | |
| **Email** |  | | | | | | | |
| **Postal Address** |  | | | | | | | |
| **YOUR EVENT / ACTIVITY** | | | | | | | | |
| **Contact person on the day** | **Name** |  | | | **Mobile** | |  | |
| **Purpose of your event/activity** |  | | | | | | | |
| **Event name for signage** |  | | | | | | | |
| **Number of people attending** |  | | | | | | | |
| **Days / Dates – Recurring use** | **Days** | *e.g., Tuesdays and Thursdays* | | | | | | |
| **From** | *dd/mm/yyyy* | | **To** | | *dd/mm/yyyy* | | |
| **Day / Date – One-off use** |  | | | | | | | |
| **Times (including set up and pack down time)** | **Start** |  | | **End** | |  | | |
| **WHAT YOU NEED** | | | | | | | | |
| **Rooms**  ***Insert the names of the spaces you have available*** | Church | |  | Lounge | | | |  |
| Hall | |  | Meeting Room 1 | | | |  |
| Kitchen | |  | Storeroom 1 | | | |  |
| **Equipment and extras *Insert the equipment you have available, if any*** | Projector | |  | Flipchart | | | |  |
| Screen | |  | Pens | | | |  |
| Whiteboard | |  | Carparks | | | |  |
| **Alcohol use** | **Yes / No** | | | **Licence required** | | | | **Yes / No** |
| **COMMENTS** | | | | | | | | |
| **Notes or special requirements** |  | | | | | | | |

# PRESBYTERIAN OR UNION PARISH

## FACILITY HIRE – FEE SCHEDULE

**SAMPLE ONLY – PLEASE DELETE OR AMEND AS APPROPRIATE FOR YOUR PARISH/FACILITIES**

This form sets out the hire rates that apply to our facilities. Once we have received your booking form and confirmed that the facilities are available, we’ll let you know what the fee will be, whether you need to pay a deposit, and whether or not we will also need a bond.

Payment is required before you are able to use the facilities.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **RATES** | | | | | | | |
|  |  | Hour | | ½ Day | | Day | |
|  |  | Business | Community | Business | Community | Business | Community |
|  | Church |  |  |  |  |  |  |
| **Rooms** | Hall |  |  |  |  |  |  |
| Kitchen |  |  |  |  |  |  |
| ***Insert the*** |
| ***names of the*** |
| Lounge |  |  |  |  |  |  |
| ***spaces you*** |
| ***have available*** |
| Meeting Room 1 |  |  |  |  |  |  |
|  | Storeroom 1 |  |  |  |  |  |  |
|  | Projector |  |  |  |  |  |  |
| **Equipment** | Screen |  |  |  |  |  |  |
| **and extras** |
| Whiteboard |  |  |  |  |  |  |
| ***Insert the*** |
| Flipchart |  |  |  |  |  |  |
| ***equipment you*** |
| ***have available,*** |
| Pens |  |  |  |  |  |  |
| ***if any*** |
| Carparks |  |  |  |  |  |  |
|  |
| **REGULAR BOOKINGS** | | | | | | | |
| **Enquire** | Special rates may be available for regular bookings. Please enquire with our team. | | | | | | |
| **OTHER CHARGES** | | | | | | | |
| **Deposit** | A deposit of x% is required to secure your booking. | | | | | | |
| **Bond** | A bond of $x may be required depending on the length and nature of your use. | | | | | | |
| **Cleaning Fee** | A cleaning fee of $x will apply if facilities are not left in a clean and tidy condition | | | | | | |
| **OUR DETAILS** | | | | | | | |
| **Bank Account** | Our bank account number is: XX-XXXX-XXXXXXX-XXX | | | | | | |

# PRESBYTERIAN OR UNION PARISH

**FACILITY HIRE – HIRE AGREEMENT TERMS AND CONDITIONS**

[HIRER’S NAME] (you or your)

[PARISH NAME] (we, us or our)

**SAMPLE ONLY – PLEASE DELETE OR AMEND AS APPROPRIATE FOR YOUR PARISH/FACILITIES**

### When this agreement starts

1. This agreement shall be effective when countersigned by us, a copy has been returned to you, and the bond or deposit (if required) has been paid and, in the case of casual bookings, the Facility Hire Charge has been paid in full.

### Payment

1. You will pay the Bond and the Facility Hire Charge on or before the date or dates specified for payment (see the section

“MAKING PAYMENT” on the Booking Form for instructions).

### Use of Premises

1. You will comply with the instructions or directions for use of the Premises [*set out in the attached schedule*], and any other directions for use notified by us from time to time.
2. You will use those parts of the Premises as detailed on the Booking Form solely for the purpose agreed. No one shall enter any rooms or spaces (other than bathrooms) not included in the Booking Form. All users will respect others using the Premises.
3. You will not use the church organ or grand piano located on the Premises unless otherwise agreed in writing.
4. The church worship space area must be respected at all times, including no eating or drinking in this space.
5. Alcohol must not be brought on to, or used on, the Premises unless agreed as part of this agreement, subject to any conditions as agreed. You must abide by the terms of the Sale and Supply of Alcohol Act 2012, including obtaining a license as required.
6. Any equipment, goods or belongings brought to, or stored on, the Premises by you will be at your sole risk. No equipment or goods are to be stored on the Premises unless we have agreed that this forms part of the agreement.
7. You will, after each use, leave the Premises in a clean and tidy condition. You will also ensure all doors and windows are locked, and lights and heaters are turned off at the end of use. A cleaning fee of $x will be charged in the event that any room or space or grounds is not left in a clean and tidy condition.

### Keys and security

1. Any keys or entry cards that we give to you remain our property, and you will not make any copies of them or allow anyone else to use them.
2. You must tell us if you lose any keys or entry cards, and we may ask you to cove the cost of a new set.
3. If we give you security codes for the Premises, you agree to keep those to yourself.

### Liability, indemnity and insurance

1. You will be liable for any loss of, or damage, to buildings, fittings, furniture, or equipment arising from your use of the Premises.
2. We will not be liable to you for any consequential, special or indirect loss, or any loss of profit or use, whether such loss arises under contract, tort or otherwise.
3. A Bond may be held by us and applied towards the recovery of any loss, damage or expense resulting from a breach by you of any term or condition of this agreement. Refund of the Bond or any balance due to you will be made to your nominated bank account within 14 working days after termination or expiry of this agreement.
4. You are responsible for ensuring you have adequate liability insurance to cover your activities in the Premises.

### Health and Safety

1. You are responsible for the health and safety of those in your group using the Premises.
2. You must notify us of any hazards to health and safety identified during use so that we can take steps to minimise the risk to users of the Premises.
3. You must notify us of any health and safety notifiable event (significant injury or other serious health-related event) using, if possible, the prescribed WorkSafe NZ forms.
4. You must abide by any government health regulations, orders or guidelines, e.g., the number limits, spacing and mask- wearing requirements under the COVID 19 rules.
5. You will appoint someone from its group to act as Fire Warden outside Office Hours in accordance with the **Things You Need to Know** document and will outline the evacuation procedure to its group prior to commencing its activity or event.
6. You will ensure that any stated maximum capacity of the Premises is not exceeded.

### Renegotiation, cancellation, or termination

1. We reserve the right to renegotiate a specific booking and/or cancel this agreement whenever the Facility is required at short notice for the purpose of a funeral or other special church-related event or circumstance at the same time.
2. You can cancel a booking up to one week prior with no penalty. If the notice to cancel is received less than one week prior, we reserve the right to charge a fee of x% of the Hire Charge. If a booking is cancelled within two working days, we reserve the right to charge a fee of x% of the Hire Charge.
3. We reserve the right to refuse or otherwise cancel an agreement for hire if we consider that:
   1. There may be a breach of the Sale and Supply of Alcohol Act 2012, or any other legislation, regulation, licence, permit or consent, or it is otherwise concerned as to the safety of any person or the security of the Premises.
   2. The Premises are not being used for the purpose agreed or is being used by any person in a manner which causes or will be likely to cause any nuisance, damage, or disturbance to persons or property.
   3. The use of the Premises is or will be inconsistent with the purposes of the Church for which the buildings are held.
   4. There has been a breach of any of the terms and conditions contained in this agreement.

### General

1. You may not transfer your rights under this agreement.
2. This agreement records everything we have agreed, and any amendments will be recorded in writing.
3. The parties will comply with all applicable legislation, including the Health and Safety at Work Act 2015.
4. If we fall into dispute, we will first try to negotiate a solution. Following that, we will together appoint a mediator to resolve the dispute.
5. Under this agreement we grant you a non-exclusive licence to access and use the Premises, and you accept this licence on the terms of this agreement. This is not a lease.

### By signing this agreement, I acknowledge and warrant that:

1. I have read and understood the Terms and Conditions, and the Schedule attached.
2. The information provided on the Booking Form is accurate and complete.
3. If I am not the hirer, I have the delegated authority of the hirer to sign this agreement and will be personally bound to abide by and perform the obligations of this agreement.

**Hirer**

**Name:**

**Role/Title:**

**Signature:**

**Date:**

**Church**

**Name:**

**Role/Title**

**Signature:**

**Date:**

# PRESBYTERIAN OR UNION PARISH

## FACILITY HIRE - THINGS YOU NEED TO KNOW

**SAMPLE ONLY – PLEASE DELETE OR AMEND AS APPROPRIATE FOR YOUR PARISH/FACILITIES**

|  |  |
| --- | --- |
| **CHURCH CONTACT DETAILS** | |
| **Name** |  |
| **Phone** |  |
| **Email** |  |
| **Office Hours** |  |
| **Emergency Contact (after hours)** |  |
| **Name** |  |
| **Phone** |  |

|  |
| --- |
| **Reminder - Church Use Priority** |
| On occasion, it can be necessary for church use of the Premises to take priority over an existing booking, e.g., for a funeral. All bookings are accepted subject to this contingency. We try to avoid any clashes, but sometimes it is simply unavoidable, and we apologise for any necessary inconvenience. It is important, therefore, for groups to ensure that we have up-to-date  contact details for your group so we can get in touch with you as soon as we can. |

|  |  |
| --- | --- |
| Access to the Premises | *THE CONTENT BELOW IS A SAMPLE ONLY – PLEASE AMEND/DELETE AS APPROPRIATE* |
| Exits |  |
| Loading Zone | *You are able to use the church driveway off Main Street to unload any equipment you are*  *bringing onsite, but this is a loading zone only please.* |
| Parking | *There is no onsite parking available. Please be respectful of our neighbours when parking on the streets around the church.* |
| Storerooms and Coat Cupboards | *Storerooms are only available to those who have hired them.*  *Coat Cupboards or racks can be found . . .* |
| Kitchen(s) | *For those who have agreed to hire the kitchen . . . Instructions for the oven and dishwasher can be found . . . Cups, glasses, plates and cutlery drawers/cupboards are all labelled. Please wash, dry and put away all used items and leave the kitchen clean and*  *tidy.* |
| Bathrooms | *Bathrooms are located . . .* |
| Heating | *There are wall heaters available in . . . .*  *For those who have agreed to hire the Church or Hall, instructions for heating these spaces can be found . . .* |
| WiFi | *Free wifi is available to all users. Please ask for the password.* |
| Phone | *There is a phone in the . . . that is available for emergency or local landline calls only.* |
| Sound system | *For those who have agreed to hire the Church sound system . . .* |
| Organ / Piano | *For those who have agreed to hire the organ or piano . . .* |
| Rubbish and Recycling | *Rubbish bins can be found . . . Recycling facilities can be found . . .* |
| Security | *There are security cameras in operation outside the main entrance and in the Church offices . . .* |
| Fire | *In the event of a fire, please evacuate the building and call 111 immediately.*  *Fire extinguishers can be found . . . .* |
| Emergency evacuation | *Fire exits can be found . . .* |
| First Aid Kit | *You are responsible for the health and safety of your group while on the Premises. There is a first aid kit onsite and can be found . . . There is a defibrillator onsite and can be*  *found . . .* |
| Health and Safety Event | *Worksafe NZ forms can be found . . . Please fill out a form if any of your users experience a health and safety event onsite.* |
| Other |  |