



## Terms of Hireage of Whakatane Baptist Church facility

We would like your co-operation in maintaining a clean and tidy facility, used in a responsible manner, and make the following requests:

### Administration:

1. A \$100 refundable key and cleaning bond is required on booking your event. The bond will be deducted from the final balance once conditions have been met.
2. Minimum hireage of two (2) hours
3. Keys need to be returned within ONE working day after your event at which time the balance of your hireage will also be paid
4. Our building is a clean and pleasant venue for all users and we expect it to be left that way. This is part of the agreement signed by all groups using the church premises.
5. Our buildings are inspected after each event and we will notify you if there is a problem.

### Housekeeping:

1. **Footwear** - Ensure dirty footwear is removed/cleaned on the door mats provided
2. NO food, drink or balls allowed in the auditorium
3. NO Smoke machines permitted inside the facility
4. **Spills / damage or breakages** are to be reported to the church office as soon as possible. The required repairs or replacements will be at your expense
5. NO unauthorised games or other applications on the data projector
6. **Chairs, tables and whiteboards/notice boards** are to be left cleaned and tidy
7. If you have shifted anything, return it to where it was found
8. Before you leave the building, check the following: lights, toilets, windows, heaters, doors, taps
9. **Rubbish** – you are responsible for disposing of your rubbish offsite

### Health & Safety:

1. **Fire escapes** MUST be kept CLEAR at ALL times
2. NO smoking in OR around the building
3. Volume up to 95 decibels is permissible until 9.30pm for concerts. After 9.30pm it must not be louder than 90 decibels. All concerts must finish at 10pm
4. **Drugs and alcohol** - ALL buildings on site at 67 Keepa Road, Whakatane ARE drug and alcohol-free. NO alcohol and drugs are to be consumed on the premises

### Vehicles:

1. No vehicles on grass
2. No vehicles on concrete other than official car park
3. No vehicles under canopy (front entrance)
4. Parking on the roadside is prohibited and is your responsibility to monitor
5. **Parking Wardens** - We expect you to have parking wardens when event reaches more than 80 vehicles
6. Parking signage is available upon request

Agreement to abide by the above conditions:

Signature:

Date:

---

Contact Number/s:

---