



Agreement for the Use of St Peter's Anglican Church and Hall
229 Ruahine Street, Palmerston North 4414

Contact Details: Office phone (06) 358 5403 email: stpeters@inspire.net.nz

Agreement between: St Peter's Church
and

Contact name Phone number
.....

Postal address.....

Dates Church is required:

On..... From..... to

On..... From..... to.....

Dates Community Hall required:

On.....From.....to.....

On.....From.....to.....

Kitchen required on.....From.....to.....

Sound system in church required Yes / No

Sound system in hall required Yes / No

Donation of \$..... agreed Invoice to be sent Yes/ No

Bond of \$..... paid

Signed for St Peter's Church.....Date.....

I/we agree to the attached conditions for Church/Hall hire.

Signed for hirer.....Date.....

Conditions for the Use of St Peter's Facilities

1. No parking in the driveways or in front of the church to ensure clear access for ambulances or police in case of an emergency and to avoid inconvenience to residents. Pedestrian access to the hall is from the right hand side of the Church.
2. Those hiring the St Peter's facilities are responsible for the behaviour of those attending. Please respect Parish property and be considerate to our neighbours, especially with regard to noise.
3. Evening events must end by 11pm.
4. Any defects found in the facilities or equipment at the time of hire should be reported to the office.
5. Any damage to fittings or equipment must be reported to the Parish Office. The hirer is responsible for the cost of making good any damage or breakages that arise as a result of their hire.
6. All refuse must be removed from the hall after the function is over. Failure to do so may incur extra charges.
7. The church and hall must be left clean and tidy, with the hall floor swept and all furniture returned to its original position. If the premises require further cleaning, this will be charged at commercial cleaners' rates.
8. When you leave please make sure the lights and taps are turned off, windows secured, heaters turned off and all doors locked. Failure to do so may incur extra charges.
9. Please supply your own linen requirements i.e. table cloths, tea towels and serviettes.
10. Decorations: Must only be attached with bluetack. Use of cellotape or pins will incur an additional \$200 charge. All decorations and blue tack must be carefully removed before you leave.
11. Our piano and organ are tuned regularly. Additional tuning of the piano can be arranged at the hirer's expense.
12. If you have an ongoing booking and do not require the hall on any occasion, please advise the church office at least one week prior.

13. Payment can be made at the office, paid online to St Peter's Church, ANZ Bank, Account 01 0755 0005301 00 or sent by cheque to St Peter's church, PO Box 5134 Palmerston North 4441.
- Casual users: 50% deposit paid at time of booking. Balance to be paid one week prior to the event.
 - Ongoing users will be invoiced monthly with payment due by the 20th of the month following.
14. Alcohol is permitted to be consumed in the hall, but we ask that it be in moderation and with restraint in accordance with host responsibility. The sale of alcohol is **not** permitted.
15. Ongoing bookings are accepted subject to requirements for Parish or Church activities, and on the understanding that the Parish has prior claim on the use of the hall with one month's notice or if the hall is required for a funeral. In such circumstances, the Church will discuss the booking with the hirer and take all reasonable steps to reach a mutually satisfactory arrangement.

Office Contact Details:

Phone: (06) 358 5403

Email: stpeters@inspire.net.nz

Hours: Mon-Fri 9am -12 noon