

St Peter's Anglican Church

Facilities Hire

Fees and Conditions

as of March 2022

Office Contact Details

229 Ruahine Street

Palmerston North

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Hours Tues-Fri 9am -12 noon

Emergency Only Contact Details: Phone: 027 2427285

www.stpeterspn.org.nz

<https://www.facebook.com/StPetersAnglicanChurchPalmerstonNorth/>

Welcome

Welcome to St Peter's Anglican Church

This is a precious place to the members of St Peter's, a sacred space in which we encounter God.

We are pleased to extend hospitality to you, asking that in return you respect this place and what it means to us.

Capacity

People

Church **300** (including narthex and chapel)

Hall **200** max allowed (standing room only)

Available furnishings

Blue chairs 105 (hall and chapel)

Long tables 16

Square tables 10

Fees

Funerals

Basic use of church	\$400 + GST
Hall	\$100 + GST
Kitchen (if outside caterer used)	\$50 + GST
Priest	\$300
Organist	\$100

Weddings

Weddings must be conducted by an approved Christian Minister.
Please contact the Vicar when making a booking.

Basic use of church	\$400 + GST
Hall	\$100 + GST
Priest (if St Peter's clergy used)	\$300
Organist	\$100
Flowers	\$200 + GST (plus cost of flowers)

Choral and other concerts

Church only	\$250 + GST
Church and Hall	\$350 + GST

Fees continued

Other Church Hire

Per Hour \$40 + GST

Casual Hall Hire

Casual Hall Hire fees include use of kitchen for beverage preparation only

Hall per hour \$60 + GST

For half day or evening \$150 + GST

For whole day \$230 + GST

Kitchen use for meal catering \$50 + GST

Casual Library Hire

Ideal for small (2-4 person) meetings.

Per Hour \$25 + GST

Extra cleaning (if required) At commercial cleaners rates

Note: Reduced fees may be considered on **application**. However, given the opportunity cost of forgoing full-rate bookings, we reserve the right to prioritise groups/events willing to pay the full rate.

Payment

Payment can be:

1. Made at the Parish office (please note that we do not have EFTPOS or carry cash for change)

or

2. Paid online to:

St Peter's Church

ANZ Bank 01-0755-0005301-00

Casual users: 50% deposit paid at time of booking. Balance to be paid one week prior to the event.

Weddings: full payment required at time of booking.

Ongoing users will be invoiced monthly with payment due by the 20th of the month following.

Conditions for the Use of St Peter's Facilities

NOTE: 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 premises with one month's notice, or if the premises are required for a funeral. In such circumstances, the Parish will discuss the booking with the hirer and take all reasonable steps to reach a mutually satisfactory alternative arrangement.

1. Please ensure that you only make use of the facilities during the time period for which you have booked it (including any time for setting up for your event, and clearing up afterwards). Respecting the booking times will avoid the embarrassment of booking clashes and potential disruption for parish activities and other hirers.
2. As the hirer of St Peter's facilities, you are responsible for the behaviour of those attending. Please respect Parish property and be considerate to our neighbours, especially with regard to noise, privacy, access to their properties, and the uninterrupted enjoyment of their private property. Please ensure children are supervised at all times.
3. Parking for attendees is available on the street and in the carpark at the end of the shared driveway at the right hand side of the church. For large events, access to the back field may be arranged. **No parking in the driveways or at the front of the church.** This is 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 down the shared driveway.
4. Evening events must end by 11pm.

5. Any defects found in the facilities or equipment at the time of hire must be reported to the Parish office.
6. 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.
7. When you leave the premises, please make sure all lights are turned off (toilets included), all windows secured, all heaters (church) and heat pumps (hall) turned off and all doors locked. Failure to do so may incur extra charges.
8. If the premises require further cleaning, this will be charged at commercial cleaners' rates.
9. All rubbish must be removed from the site after the function is over: please supply your own bags. Failure to do so may incur extra charges.
10. Our pianos and organ are tuned regularly. Additional tuning can be arranged at the hirer's expense.
11. If you have an ongoing booking and do not require the facilities on any occasion, please advise the Parish office at least one week prior.
12. A checklist is supplied to assist you in ensuring that the premises are left in the state we expect. This is to be completed at the conclusion of each event.
13. Please ensure that any electrical equipment brought onto the premises has an up-to-date safety check.

Specific Hall requirements

14. The hall and kitchen must be left clean and tidy, ready for another group to use. Hall and kitchen floors need to be swept and carpet area vacuumed, and all furniture returned to its original position. Vacuum cleaner and brooms are available in the hall cupboard; a mop and bucket are available in the cupboard beside the toilets. Toilets to be left clean and tidy.
15. Please supply your own linen requirements ie. table cloths, tea towels and serviettes.
16. Please supply your own tea, coffee, milk etc. Kitchen equipment used must be left clean and tidy. Kitchen utensils used such as cups, plates, cutlery etc. must be washed and sterilised.
17. **Decorations:** Must only be attached with blue tac. Use of sellotape or pins will incur an additional \$200 charge. All decorations and blue tack must be carefully removed before you leave.
18. Items of furniture are to be returned to their storage positions – eg tables in the hall cupboard, chairs placed (not stacked) around the walls except in front of the serving hatch. Bi-fold doors, if used, are to be returned to the open position.
19. **Alcohol** is permitted to be consumed in the hall, but in moderation and with restraint in accordance with host responsibility. **The sale of alcohol is not permitted.**
20. The hall is fitted with heat pumps for heating and cooling. The remote control is located beside the kitchen hatch. Note that the remote does not necessary operate on the first press of the on/off button: make a visual check before departure to ensure that all the units are fully off.

Specific Church requirements

21. The church must be left clean and tidy, ready for another group to use. This includes all kneelers to be left upright, cushions tidy in the backs of the pews, and the crèche at the back of the church with all toys, books, paper and crayons tidily put away. Vacuuming should be done if necessary: a vacuum cleaner is located in the cupboard in the Hall.
22. Children are not permitted to play the piano or enter the organ loft in the church.
23. **Food and drink are not permitted in the church.**
24. The chancel step rails may be taken down only by consultation with parish staff. Permission may be given for furniture in the chancel to be shifted, with the expectation that it will be replaced as it was. Please discuss your plans in this regard with parish staff first.

Only clergy are permitted to go into the sanctuary.

The dossal (the colourful hanging quilt behind the altar) is **not** to be touched.

Covid-19 Facility Use Requirements

The Anglican Parish of St Peter is committed to taking appropriate care of its parishioners, and the various users of its buildings. By agreeing to use our facilities you agree to abide by the Government's Covid-19 Public Health Response Order(s), together with any local requirements the parish may have determined, in force at the time of your use of our buildings, recognising that these may change at any time.

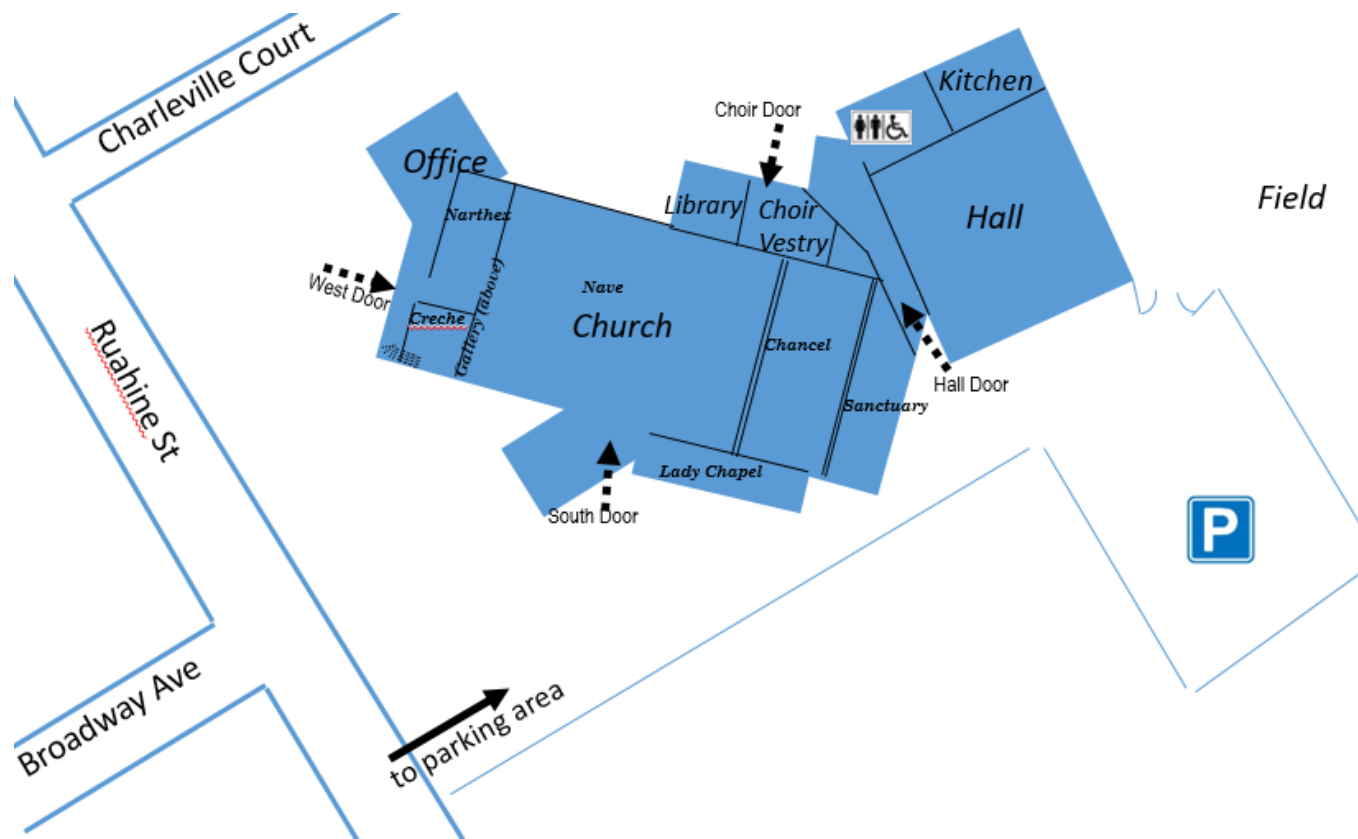
It is a condition of hire that you satisfy us that you are aware of the regulations and have a plan in place to meet them.

Health and Safety

Please notify us of any health and safety incidents or hazards.

Known hazards

- The Gallery presents a fall hazard. Children are not to be allowed in the Gallery unsupervised.
- The deck outside the Hall presents a fall hazard. Children should be supervised on the deck and should not swing from the deck balustrade.
- The path leading to the field around the north-east end of the hall is unsealed, uneven, and has several trip hazards. Please exercise care.
- The field and the garden area at the far side of the field have multiple risks for unsupervised children – eg. risk of fall from climbing on the raised garden beds or the bean frame. Children should be supervised in the outside areas.
- The parking area and driveways present the risk of moving vehicles. Children should be supervised; and drivers should proceed with care and at not more than 10kph.
- The fire door between the choir vestry in the church and the hall foyer is routinely locked, to keep the church secure. Users of the church facilities need to be aware of the risk that the door may lock closed behind them (if going to the toilets, for example), rendering them unable to re-enter the church.



As at March 2022