

## Anglican Parish of St John, Te Awamutu

Arawata St Te Awamutu; Phone 871-5568 email: stjohs.awa@xtra.co.nz  
**website:** stjohsparishteawamutu.co.nz



*Old St John's*

*St Pauls, Hairini*

*St Saviours, Pirongia*

*St John's,*

## **Hireage of the Anglican Parish of St John's Facilities**

The St John's Parish vestry like to make their facilities available to the wider community, demonstrating the generosity that faith in Jesus engenders. The hireage monies received go towards ongoing maintenance costs.

- St John's facilities comprise the St John's Church, its Lounge and Hall.
- Other churches for hire for weddings and funerals include Old St John's, St Saviours in Pirongia and St Paul's in Hairini.
- All bookings are made through the Parish Office, 162 Arawata St Te Awamutu. (07 871-5568)
- For weddings and funerals please refer to the Vicar on 027 420-5375-00

### **Keys**

- Venue hire bookings will be invoiced at the time a bond is paid and the key is collected by the hirer, and payments are cash or to our **Bank Account:** Parish of St John 010-439-0015022-00. Put the invoice number given to you in the bank's 'reference' field.
- Keys must be returned via the drop box beside the Parish Office entry door directly after the function **or** returned to the Parish Office. The Parish Office is open Monday 10am to 1pm and Tuesday to Friday, 9am to 1pm.

### **Cancellations**

Please advise us of any cancellations, or alterations required within 48 hours of event or a fee of half the booking fee will be charged. The Parish Office number is: 07 871 5568.

## **Hireage Conditions**

### **Bond**

There is no fee for parishioners for their personal use but the bond does apply. Charges for Special Events are to be negotiated on a case by case basis by the Vestry. Arrangements for regular weekly/monthly users are to be negotiated with the Vestry.

St John's Church Hall includes use of the kitchen, its crockery etc. and the dishwasher.

**A bond of \$200.00** is to be paid (in cash) for the hire of the hall on a one-off significant event and will be refunded if keys are returned, all venues are left in a clean and tidy condition and there is no damage to the facilities. (A waiver of the bond should be discussed with the Vicar)

**Please note the following:**

- Regular users should understand that the Hall or Lounge may be required by the church from time to time to cater for funerals or other out of the ordinary functions. The Parish Office will give you 48 hours' notice.
- No smoking is allowed on site.
- Alcohol is permitted but we ask that consumption is moderate.  
(NB: The Parish Administrator has discretion to decline an application)
- Hireage is restricted to the facility specifically stated and agreed upon.
- Hirer agrees to check the security of the building prior to leaving.
- The phone is only to be used in emergencies.
- Access to other parts of St John's Hall, apart from those agreed on, is not allowed.
- Breakages are charged at replacement cost.
- Do not remove anything out of the freezer.
- Termination of regular bookings requires a one month's notice.
- Any additional equipment brought onto the site is done at the hirers own risk.

**Our Churches**

Please remember that these are holy places and a place of Christian worship. Please respect this. The property is not to be used for any worship or purpose contrary to the doctrines of the Anglican Church. If in doubt please ask.

Permission to move any furniture in the church must be sought from the Vicar. Any furniture moved must be returned to its original place.

The Vestry has the right to decline an applicant the use of their facilities.

**Before leaving the premises:**

All areas must be left clean & tidy.

- Clear fridges of all your goods and remove all rubbish.
- Floors must be vacuumed or swept and washed.
- All chairs are be left as they were found.
- All dishes are be washed and returned to their place.
- Toilets and hand basins are be cleaned.
- All lights, appliances and heaters are turned off
- All doors and windows must be secured and locked on departure.

**Organ Practice**

If you have your own organist who would like to practice prior to your event they should contact the office on 07 871-5568 to arrange access to the organ.

The office is open daily from Monday 10 am to 1 pm and 9am to 1pm Tuesday to Friday.

We hope we have been able to meet your needs.

**Rev'd Julie Guest**  
**Vicar**

□  
**Anglican Parish of St John Facilities Hireage Contract**

Hirer/Organisation: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Contact number: \_\_\_\_\_

Purpose of hire: \_\_\_\_\_

Date(s) required: \_\_\_\_\_ Times: \_\_\_\_\_

\_\_\_\_\_ Times: \_\_\_\_\_

Facilities required: (Tick applicable boxes)

<b>St John's</b>	Church	<input type="checkbox"/>	Lounge/Kitchen	<input type="checkbox"/>	Hall/Kitchen	<input type="checkbox"/>
<b>Old St John's</b>	Church	<input type="checkbox"/>				
<b>St Saviours, Pirongia</b>	Church	<input type="checkbox"/>	Lounge/Kitchen	<input type="checkbox"/>		
<b>St Paul's, Hairini</b>	Church	<input type="checkbox"/>				

Equipment required: **Church digital projector**  (St John's and St Saviours only)  
**Church Audio/Visual system**  (approved operator required)  
**Sound System**  (approved operator required)  
**Organ**  (approved operator required)

**Operator Required?** We can supply or train a person to operate the audio/visual system on request.

Tick which option applies:

**We have a trained technician to operate the audio/visual equipment**

**We require a technician to operate the audio/visual equipment**

The Vestry reserves the right to charge for any damage caused during the hireage.

I \_\_\_\_\_ **Date:** \_\_\_\_\_ **20** \_\_\_\_\_

(Please print)

have read and understood the requirements stated above and agree to pay the bond, return the key, the invoice and accept responsibility to pay for any damages that may occur during the time of hireage.

\_\_\_\_\_ **Signed** \_\_\_\_\_ **Signed**  
(Hirer) (on behalf of the Parish of St John's)

**Deposit received:** \_\_\_\_\_ / \_\_\_\_\_ /20 **Receipt No.** \_\_\_\_\_

**Full Balance Paid:** \_\_\_\_\_ / \_\_\_\_\_ /20 **Receipt No.** \_\_\_\_\_

**Bond Refunded:** \_\_\_\_\_ / \_\_\_\_\_ /20

## Parish Services Charges and Hire Rates 2025

### **FUNERALS**

Church	\$150	
Vicar	\$300	Waived for Parishioners
Vergers	\$40	Per person
Organist	\$100	Paid directly by funeral home
TV Screen (monitor)	\$75	Paid directly by funeral home
Hall	\$85	
AAW Catering	\$3 per head	Charge out by AAW

### **WEDDINGS**

Old St John's	\$400
St John's	\$400
St Paul's	\$400
St Saviours	\$255

### **OTHER**

St John's Hall – All Day	\$160	
St John's Hall – Half Day or Evening	\$85	
St John's Lounge	\$85	
St John's Lounge Smart TV	\$25	Includes Wifi
St Saviours Lounge	\$25	

*Bond for one-off events for the Hall is \$200*