



Anglican Parish of St John

162 Arawata Street, Te Awamutu

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Hireage of the Anglican Parish of St John's Facilities

The Parish of St John 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.

There are five churches in the Parish. The Parish Office is at the front of St John's Church.

**The Parish Office is open Monday to Thursday 9am to 1pm and Friday, 9am to 12noon.
Phone 07 871 5568**

There are five churches in the Parish:

St John's Church (162 Arawata St, Te Awamutu)
Old St John's Church (162 Arawata St, Te Awamutu)
St Saviours Church (523 Franklin St, Pirongia)
Christ Church (16 Lyons St, Kihikihi)
St Paul's Church (87 Rangiaowhia Rd, Hairini)

All churches can be hired for weddings and funerals. Contact the Vicar Sam Pullenger (022 311 0718).

St John's and Old St John's churches also have a lounge and a hall for hire. These can be booked through the Parish Office.

Bookings

- A bond of \$200 in **cash** is required for all venues. This can be collected after the event, during office hours (see below).
- Invoices will be given at the time a bond is paid and the key is collected by the hirer.
- Invoices can be in 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.

Cancellations

- Please advise us of any cancellations, or alterations required within 48 hours of event or a fee of \$100 will be charged. The Parish Office number is: 07 871 5568.

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 Team. Arrangements for regular weekly/monthly users are to be negotiated with the Vestry Team.
- 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 unexpected functions. The Parish Office will give you 48 hours' notice.
- No smoking or vaping 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.
- The internal door between the Hall and the Op Shop must not be blocked. This is a fire exit.
- 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.

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 to be left as they were found.
- All dishes are to be washed and returned to their place.
- Toilets and hand basins are to be cleaned.
- All lights, appliances (except any fridges) and heaters must be turned off.
- Ensure the curtains are open before you leave.
- All doors and windows must be closed and locked on departure.

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)

St John's	Church	Lounge/Kitchen	Hall/Kitchen
Old St John's	Church		
St Saviours	Church	Lounge/Kitchen	
St Paul's	Church		
Christ Church	Church		

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

I _____ **Date:** _____ **20** _____

(Please print your full name)

have read and understood the requirements stated above and agree to pay the bond, return the key, pay the invoice within 1 week of the hireage 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)

Deposit received: _____ / _____ /20 **Receipt No.** _____

Full Balance Paid: _____ / _____ /20 **Receipt No.** _____

Bond Refunded: _____ / _____ /20