**Agreement for use of “The Upper Room” St Puals Church Facilities**

TERMS AND CONDITIONS FOR USE

**1. BOOKINGS**

All bookings of facilities and equipment must be arranged through the Churches appointed booking person – Julie Syme Ph 3195059 Cell Ph 0210323438 Email upperroomkaikoura@gmail.com or call Martin Harrison 319 5552

**2. PAYMENT:**

All charges can be paid by electronic banking to Bank Account **St Paul’s Presbyterian Church Kaikōura**  02 0856 0017985 00 - please include “Name” in the reference field and “Upper Room” for identification purposes. One-off Users - Payment in full may be required 7 days before the hire date. Regular Users - Payment to be made as per individual agreement arranged. Where the conditions of this agreement are not met, the Church has the right to cancel the booking.

**3. CANCELLATION OF BOOKINGS:**

The hirer may communicate with the Church person responsible for bookings (Julie Syme) detailing the reason for the cancellation. The Church person has total discretion on whether any refund is made to Monthly and Annual Users.

**4. RIGHT OF REFUSAL OR CANCELLATION:**

The Church Management may at their discretion refuse any application for hire and may cancel any booking without assigning any reason for that decision.

5**. HOURS OF ACTIVITIES:**

 Evening functions – hirers must vacate the premises no later than Mid Night or by agreement up to 1am.

**6. CAPACITY**

The Upper Room can accommodate 150 people. If you are having a sit down function around tables the number that can be accommodated is 100.

**7. EQUIPMENT:**

It is the responsibility of each hirer to set up and tidy away all equipment and furniture, to where it was found.

Please report any damages/breakages to the Church office Ph: 3195552 or

upperroomkaikoura@gmail.com Or Julie Syme 0210323438

**8. ATTACHMENT OF PICTURES, POSTERS, DECORATIONS, ETC:**

Please do not use any cellotape or similar, i.e. blue tac on walls or windows. The walls with soft mat insulation can have things attached to them using Velcro.

**9. CLEANING:**

It is the responsibility of each hirer to clean any area that they have used.

 Where food and drink are consumed Hirers must ensure:

 • All tables and surfaces are wiped down. Tables to be put into storage area Face to Face

* All crockery and cutlery are washed, dried and returned to the shelves and drawers where they belong. If you only have a few dishes please hand wash. If there is more then please rinse dishes and put through the sterilizer. (See instructions on the wall for how to operate. It takes approximately 10 minutes to get to the correct temperature – so remember to turn it on. Please remember to drain before you leave).
* Make sure all kitchen equipment is restowed from where it came from, and the benches are left clean and tidy.
* All rubbish is bagged and removed from premises.
* If the Kitchen is used please mop the floor.
* Carpets are to be vacuumed – remember the **Lobby area and stairs** if people have entered this way.
* Oven usage – please refer to instructions in the kitchen. Ensure the oven is turned off after use. *Wipe if spillages.*
* Please check and leave the upstairs toilets in a clean state.
* Leave used Tea Towels on Bench and we will organize for them to be cleaned.
* All electrical equipment is **turned off.**
* All doors are shut and locked.

If cleaning is inadequate, the Church will charge users for having cleaning carried out. A minimum cleaning fee of $100.00 will be charged if the venue is left in an unsatisfactory state. Any additional costs to remove stains etc will be passed on to the hirer/ user (e.g. stains on carpet)

10**. CLEANING EQUIPMENT:**

* Brooms, Brush and pan, Bucket, Mop Found at rear of kitchen
* Cleaning Products, Vacuum cleaner Found at rear of kitchen

**11. NOT SUPPLIED:**

•Tea, coffee, sugar, milk •Paper cups •Rubbish bags

**12. ITEMS THAT CAN BE HIRED**

* Table Cloths
* Matching China and glasses
* Multimedia and sound system.

**13. LIGHTING, HEATERS, REMOTES and WINDOWS:**

All lights and heaters must be turned off after use of the facility. NEVER assume that the next user will do this..

Make sure Heat Pumps are off and fans turned off. Use remotes.

Fans use remotes.

Make sure the fan windows (little windows at the top of the sea facing windows) are left closed. Switches on the wall by office door.

**14. SECURITY:**

All hirers and users MUST ensure ALL windows and doors are secured when they leave the premises and no equipment is left out. If a key has been provided for access, there will be a charge of $50 for replacement of the key if it is misplaced.

**15. SMOKING:** This is a smoke free area and smoking or vaping is not permitted anywhere on the property.

**16. ALCOHOL AND DRUGS:**

This is a drug-free area.

PLEASE NOTE: If you are selling alcohol, you will need a special Alcohol License. (This includes if you are selling tickets to a meal where alcohol is served). Check with the council.

All wedding celebrations or large events must get a special Alcohol License.

If you are supplying alcohol, you are responsible for your guests. The alcohol is to be consumed in inside or on the deck – **must not be consumed outside.**

Your guests are **NOT** allowed to buy alcohol from the licensed premise on the ground floor to take upstairs. .

If you have engaged “King Tide Eatery” the licensed premise on the ground floor to carry out your catering you must buy your alcohol from them. Ie **you can not supply your own**.

Anyone hiring the Upper Room from the church who needs to apply for an Alcohol License for a function, needs a written consent from St Pauls Presbyterian Church First.

If you are serving Alcohol you must nominate a person and inform the Church representative, in writing, who will be responsible for creating a responsible drinking environment and will look out for your guests while they are at the Upper Room.

**17. CATERING**

The Upper Room has a **domestic** kitchen.

It has a small freezer, large fridge, double oven, dishwasher, Zip and hot plates. 2 Microwaves, Sterilizer.

You might choose to do the catering yourself or choose from the various firms in Kaikoura that provide catering.

King Tide Eatery is in the same building.

**18. HEALTH AND SAFETY:**

All Hirers of the facility are responsible for the health and safety of all people attending their activity. No hazardous items are to be brought into the buildings. E.g. candles – without prior permission at the time of booking.

**19. NOISE:**

The Hirer shall observe the Council noise control laws and regulations. The Hirer agrees to keep all noise emitted from the premises to a level that does not cause concern for the neighbors. If complaints are received then the Church reserves the right to terminate the use of the facilities.

**20. BUILDING EVACUATION:**

In the event of a fire or any need to evacuate the building EMERGENCY PROCEDURES must be followed.

**FIRE**

* Call 111
* Evacuate the building.
* Help disabled people evacuate.
* Ensure all people attending your activity have vacated.
* Gather all people attending your activity on the Emergency Assembly Area in the carpark on the opposite side of the road.

**Earthquake**

* Evacuate the building.
* Help disabled people evacuate.
* Ensure all people attending your activity have vacated.
* Gather all people attending your activity on the Emergency Assembly Area in the carpark up the hill in front of the church.

**21. STORAGE:**

No equipment etc may be left at the premises without the written approval of the Parish Council Team

**22. LOSS OR DAMAGE:**

The Church accepts NO responsibility for any loss or damage of any property of the Hirer or any guest of or participant with the hirer. No insurance is available to cover such loss or damage even for property that the Church has given permission to be stored or is left secured in any storage facility which may be provided.

*This document is the Policy of St Paul’s Presbyterian Church of Kaikōura Dec 2023*