

Holy Trinity Hall Booking Terms and Conditions

VALUES STATEMENT

Holy Trinity Hall is the parish community hall belonging to Holy Trinity Church. Holy Trinity is a Christian Church, and the purpose of the hall is to help the Church promote its Christian mission and ministry within the Devonport community.

When the hall is not being used by the Church to advance its mission and ministry in the community, it is available for hire by other community groups, businesses, and private individuals. The values of other hall users do not necessarily need to align with the values of the Church. However, though every effort will be made to accommodate the needs of private hirers, the interests of the Church in promoting its mission and ministry in the community take priority.

1. DATE AND TIME

The church hall is available for both day and evening events 6 days a week (except Sundays) from 7.00am on the day of your event. We require that all evening functions finish no later than 11.00pm with pack-out to be completed by 12.30am.

2. HOURS OF USE

Hirers shall not enter the venue until the time booked and all functions/bookings must end at the completion of the booked period. The booking period must include setting up, dismantling and cleaning of the venue. Any extension to the times specified is chargeable (unless agreed), including early arrival for set up and pack up afterwards.

3. CONSIDERATIONS FOR YOUR EVENT

Holy Trinity Hall can accommodate 220 people for an event. The concert or theatre seating capacity is 200. We can host a wide range of events. There may be occasions where an event is not appropriate for us to host.

4. RATES

Please enquire online or contact Operations Manager on 09 445 0328.

5. SETTING UP AND PACKING DOWN

Holy Trinity Hall is available from 7.00am on the day of your event. We require that all evening functions finish no later than 11.00pm, with pack-out to be completed by 12.30am.

All equipment and rubbish associated with your event must be taken away at pack out unless prior arrangements have been made.

Ensure the hall is vacated in the same condition of cleanliness, etc as when it was entered. The cleaning of the facilities is to be completed within the booking period. Access to basic cleaning equipment/materials can be accessed on site if arranged or a cleaner is available at the hirer expense if agreed upon with the Operations Manager.

Chairs and tables must be cleaned and returned to their original location.

Ensure that ALL lighting and heating is switched OFF and all electrical appliances are turned off. Windows and doors are closed and locked.

The hirer is responsible for securing the venue upon completion of the function.

There will be a charge each time we unlock the hall for drop off or pick up outside of office hours (9-5pm, Monday to Friday).

6. PARKING

Car parking is available on the roads outside the venue. There are an additional four disabled parking spaces available to the right-hand side of the church. No parking is permitted anywhere else on the premises.

7. ACCESS

Holy Trinity Hall uses a key access to the building. A lock box is located on the front porch of the main hall building. The code can be collected from the Operations Manager. The key is only to be used for the date(s) and time(s) that have been confirmed.

The key must be returned to the lock box upon completion of the booking. The key is your responsibility. If the key is lost/misplaced you shall be charged a replacement fee of \$50.00.

8. DECORATIONS

No use of adhesive products, blue tack, strips or cello tape are permitted to attach decorations to the walls and surfaces.

No driving of nails, tacks, screws or pins into walls, furnishings, floors and ceilings.

No decoration or scenery fixings shall disfigure any wall or floor surface.

No floor powder, glitter or confetti to be used inside the building. You are welcome to use natural flower petals outside the building.

If you have decorations or other paraphernalia that you wish to bring to your event, please discuss this with the Operations Manager and how we may be able to accommodate it.

9. RESTRICTIONS

No open fires, smoke machines, naked flames (including candles and kerosene lamps) barbeques are not to be used inside the venue. If a fire alarm is set off by the user a charge will be incurred.

No smoking, vaping or chewing gum on the premises. Holy Trinity Hall is a non-smoking venue in accordance with New Zealand's smoking legislation.

Noise deemed to be excessive in the opinion of the Council Noise Control Officer shall result in the early closure of your function and may result in the confiscation of any equipment you may have. Due to the proximity of neighbours we are unable to offer the facilities for 21st or teenage birthday parties.

10. POWER

There are power outlets available throughout the hall.

11. MUSIC AND SOUND

Holy Trinity Hall has available sound system that you can use. We have the facility to play music from most electronic devices. You are welcome to bring a band, musicians or a DJ to play during your event. You are welcome to bring your own PA system. All must comply with the permitted noise levels for the zoning (residential-suburban). Operations Management's discretion is binding.

12. LIQUOR LICENCE

No alcohol shall be sold without a special Liquor License. If it is the intention of the Hirer to serve or bring alcohol onto the premises, the Hirer must apply for the relevant licence to Auckland Council and provide Holy Trinity with a copy of the Liquor Licence no later than one week before the commencement of the event.

The Hirer must take responsibility for sticking to the Terms of any Liquor Licence issued by Auckland Council and failure to comply may result in a fine of \$20,000 or as the current law states and/or closure of your function. BYO is allowed with permission from the Operations Manager. If you are providing liquor, you must also provide food and non-alcoholic beverages. Alcohol is not permitted outside the building.

13. CATERING

We can provide a list of preferred caterers you may want to consider who work regularly at Holy Trinity Hall and are therefore familiar with our facilities. We have a large well-equipped kitchen that can be hired at an additional cost as per pricing.

14. DAMAGE

Care of and respect for the hall is of utmost importance. You are responsible for any damage incurred by anyone associated with your event, including staff, guests and contractors.

Should any damage occur, you will be liable for any associated costs. On signing the terms and conditions the client accepts responsibility for all damages to the venue, i.e. walls, floors doors, tables, chairs and/or any other equipment on site. The client accepts to pay the full amount of repair and/or replacement.

15. CANCELLATION

All cancellations or change of event dates must be given in writing to the Operations Manager: operations@htdevonport.org.nz

In the event of the hirer cancelling the booking cancellation is as below:

Date of cancellation	Cancellation Policy
a) > 3 months prior to function	Deposit refunded in full
b) 3 to 1 month prior to function	50% deposit refunded
c) <1 month prior to function	No refund of deposit

If any additional services have been booked and paid for the cost will be deducted from any refund.

16. PAYMENT METHOD

A 50% deposit is payable upon booking for confirmation.

An invoice will be sent upon booking for initial deposit payments and final payment will be sent out within three months prior to the event for final payment, this will include all details and payment details.

Payments are required by bank transfer. All payments must be made 10 days prior to the event.

17. HEALTH & SAFETY

Children must be supervised at all times including in bathrooms and surrounding areas. Children are not permitted in any area outside of the designated area of hire.

Every hirer is required to be familiar with the procedure for evacuation of the facility in case of fire. You must appoint a Fire Warden for your event and this person must be able and fit to assist in evacuating everyone from the facility should it be necessary. The Fire Warden must also phone 111 and be the first point of call when the Emergency Services arrive.

Should the Fire Alarm go off, please be aware it is NOT connected directly to the Fire Services so 111 should be dialled if there is any doubt as to whether there is a fire or emergency.

The hirer indemnifies Holy Trinity Hall against all claims for damage or loss of private property arising out of the hiring and occupation of the facility and surroundings.

Holy Trinity Hall accepts no responsibility for the loss or damage to any property of the hirer or any guests or invitees' property which may be brought to the venue whether within or outside the premises and does not provide any insurance cover for such property.

- a) I/we are aware of my/our obligations and duties under the Health and Safety at Work Act 2015
- b) Any sub-contractors used have a written rules and procedures in place relating to health and safety of their employees and all person associated with the event.
- c) I/We will take all practicable steps to eliminate, isolate, minimise hazards as well as hazards identified to me/us by inspection from the Operations Manager.
- d) I/We will maintain a register of accidents and notify the Operations Manager of any accidents that occur during the event.

18. RIGHT OF REFUSAL TO HIRE – TERMINATION – VARIATION OF TERMS

Holy Trinity Hall may, at its discretion, refuse any application for one-off hire and may cancel any booking on reasonable notice. In each case all monies paid will be returned in full.

In relation to any regular or repeat hirer:

- a) Either party may terminate this Hire Agreement on one month's notice in writing;
- b) The terms of this Hire Agreement, including the charges payable by the hirer or any other term, are subject to review at 6 monthly intervals from the commencement date.

19. CONTRACT SIGNING

By signing this Hire Agreement, you agree and confirm that you have read the above terms and conditions.

- a) Warrant and agree that the event is accurately and comprehensively described in the venue hire agreement.
- b) Warrant and agree the venue will not be used for any activity that is of an objectionable nature, is in breach of reasonable standards or public decency or is likely to cause a nuisance
- c) Comply with all instructions that pertain to the management of the venue.

When you have read through these terms and conditions, please complete the booking contract form attached and email it to us: operations@htdevonport.org.nz

Any breach of these conditions may result in:

- a) Forfeit of all or part of the payment
- b) Closure of the function

c) Refusal to accept future bookings

d) Extra charges being incurred

Booking Agreement			
Name of Hirer			
Date		Signature	
Accepted by		Date	
Operations Manager		Date	