



**Application for Hire of St James Church and/or Hall
750 Harewood Road, Christchurch (entrance from Whitchurch Place)**

Venue sought: Church / Hall & Kitchen / Both (please circle)		
Date(s):	Recurring? Yes/no	If yes, days/months
Preferred set up and clean up times (if any):		
Name		
Name of organisation (if applicable)		
Community Organisation Y/N Business Y/N		
Address:		Phone
		Mobile
Email:		
Bank account for refund of bond:		
Type of event (e.g. meeting, social, etc)		
Person attending who is responsible for Health and Safety:		
Public Liability Insurance cover (recommended for regular users): Yes/No		
<input type="checkbox"/> I have read and agree to the terms and conditions of hire, including responsibilities for health and safety. <u>Name:</u> <u>Signed:</u> <u>Date:</u>		

Office use only

Approval of hire confirmed: Yes/No	Date:
Bond: \$..... Direct Credit / Cheque	Date:
Hire fee: \$..... Direct Credit / Cheque	Date:
Bond refunded – Cheque/Bank credit	Date:
Keys and Health & Safety briefing provided:	Date:
Building(s) inspected at end of hire:	Date:
Damage Yes/No	
Keys returned to _____	Date:
Comments (if any)	



Terms and Conditions of Hire for St James Church / Hall

1. Health and Safety

- There must be a person in attendance who has designated responsibility for Health and Safety, and who will have familiarised themselves with emergency procedures.
- All those using the St James Church and/or hall have a responsibility for the health and safety of others, and must take every precaution to eliminate risk of harm to themselves and others.
- The hirer and the person with responsibility for health and safety must have read the hazard register and comply with requirements for eliminating / mitigating risk of harm.
- In the event of any accident or near miss, this must be reported to the parish office (46 Kendal Ave) on the incident/accident form available in the old vestry in the church and in the hall entrance, so that steps can be taken to eliminate the risk in future.
- A first aid kit is available in the hall kitchen, and must be replenished by the hirer if items have been used.

2. Property

- All property is to be treated with due care and respect.
- No candles or other naked flames are permitted unless previous approval has been given in writing.
- The premises will be left clean and tidy (including kitchen and bathroom/toilet area) to the standard pre-hire, with furniture returned to its original position. Vacuum cleaner, broom and mop are available. Failure to do so will result in a minimum charge of \$150+gst.
- All rubbish, including left-over food, is taken away by the hirer on the day of use. This includes any confetti or litter outdoors.
- Amenities available for use include 60 chairs, 9 tables, coffee mugs and teaspoons. Please enquire if access to other crockery and cutlery is required.
- No dishwasher available. Hirer must supply own table linen if required.
- No parking on grassed areas.

3. Insurance

- Any damage must be reported immediately. Where the cost of repair is less than \$1,000 the full cost of repair will be the responsibility of the hirer.
- Where damage is in excess of \$1,000 a claim will be lodged with the church's insurer, and subject to their acceptance, the excess of \$1,000 will be the responsibility of the hirer.
- Where an insurance claim is declined by the insurer, the full cost of repair will be the responsibility of the hirer.
- It is recommended that all regular church/hall hirers hold public liability insurance.

4. Bond and hire fee

- The bond will be \$.....
- The fee for hire will be \$..... and is to be made as a separate payment from the bond.
- Payment of the bond and hire fees is due at least 7 days prior to hire.
- Payment may be by cheque payable to the Anglican Parish of Burnside-Harewood, or by direct credit to bank account 06-0831-0031780-00.

Please include the word 'St J hire'/'St J bond', and surname or name of organisation hiring in the reference fields.

- Refund of the bond will be within 7 working days after the conclusion of the hire, provided these terms and conditions have been met.
- Cancellation or alteration of booking – full refund if at least 48 hours in advance of hire date. Cancellation within 48 hours of hire date will result in a 50% refund, except in exceptional circumstances, when a full refund may be paid.

5. Expected behaviour

- Recognising that this is church property, all behaviour must be in keeping with expected standards of a Christian body. Drunken and unruly behaviour is not permitted.
- Noise must not cause a nuisance to neighbours or give rise to any complaints to Noise Control officers.
- Alcohol may only be served with prior approval, and where obligations of the Sale and Supply of Liquor Act 2012 (including any license requirements, host responsibility, non-supply to minors, etc.) are strictly enforced.
- No illegal substances are allowed on church property.
- No smoking is permitted on church property – inside or outside.
- The church graveyard is a consecrated area and must be respected.

6. Disputes

- Any dispute arising from these terms and conditions or the hire should be made in writing, addressed to the Parish Wardens, c/o Anglican Parish of Burnside-Harewood office, 46 Kendall Ave, Burnside, Christchurch 8053 or email office@burnside.org.nz.
- Every effort will be made to resolve the matter amicably.
- In the event this is not possible, the matter may be referred to the Church Property Trustees (i.e. the legal owners of the property).

We trust you enjoy the use of these facilities at St James.

We are a parish committed to making life-long disciples of Jesus.

You will find information about regular services and events in our parish in the 'welcome' booklet. Please feel free to take one, and we look forward to perhaps meeting you at one of our services or events.



Health and Safety Hazard Register – St James' Church and Hall

Emergency evacuation

1. Fire exits must be kept clear of any furniture or other obstruction at all times.
2. Church/hall users should be made aware of the evacuation assembly area in the new carpark.
3. In event of an earthquake, AFTER the tremor is over, people should move outside to the assembly area in the carpark, avoiding proximity to buildings and large trees.

Traffic

4. The St James' grounds are NOT fenced for child safety, so parents/caregivers are responsible to ensure children's safety in proximity to so many busy roads.
5. Cars should be parked in the church carpark except for drop off of supplies/equipment or for disability access. Whenever driving in proximity to the hall, the driver is responsible for ensuring no pedestrians, especially children, are in the area.

Electrical

6. Trailing power cables where used (e.g. laptops, data projector, sound systems, etc), must be secured to the floor by duct tape to eliminate a tripping risk (all duct tape to be removed at end of hire).
7. Where young children are expected to use the venue, safety plugs should be provided by the hirer and inserted into all power outlets that are accessible to young children.

Chemical

8. There is a child safety catch on the cupboard in the kitchen where cleaning supplies are kept. This should be in place at all times, and as an added precaution, the kitchen door should be kept closed when not in use, to keep children away from the kitchen.

Heat

9. Portable heaters may pose a fire risk if tipped over, and cords pose a tripping hazard. Measures should be taken when setting up the hall to mitigate against those risks.
10. Children should be kept out of the kitchen when the stove is in use and/or hot food is being served.

Reporting

11. Any accident or 'near-miss' must be reported on the relevant form available on the noticeboard or in the church vestry, so that steps can be taken to prevent a similar accident in the future.