

Venue Booking Form

Please fill in the following booking form and pay \$250 bond or 50% of the total anticipated account, whichever is the greater amount.

Organisation Name: _____ Contact Person: _____

Address: _____

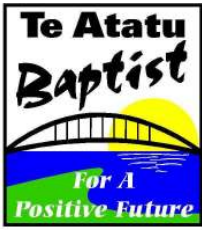
Phone: _____ Email: _____

Please fill in the table below: Booking times must include set-up and pack-down. Tick the appropriate boxes for areas you are wanting to hire or write relevant details.

Dates:	Times Required e.g. 5pm to 11pm	Auditorium only \$40/hr first 2 hours, \$20/hr subsequent hours	Auditorium & Hall \$60/hr for first 2 hours, \$30/hr subsequent hours	Hall only \$30/hr first 2 hours, \$15/hr subsequent hours	Sound or Lighting Technician \$25/hr including set-up and pack-down	Other Equipment

Bond Paid: \$ _____ Date Bond Paid: _____

Name of Te Atatu Baptist Church Representative Responsible For Booking: _____



Te Atatu Baptist Church

448 Old Te Atatu Rd
Te Atatu Peninsula
Auckland

rosannebarker@clear.net.nz

Venue Hire Information

- The auditorium seats approx 250
- The hall accommodates up to 150
- Kitchen: boiling water system, two ovens, pie warmer and microwave
- Excellent parking
- Situated close to motorway with easy access to all areas of Auckland



Hire Charges

Auditorium	\$40	Per hour for first 2 hours
	\$20	Each subsequent hour
Hall	\$30	Per hour for first 2 hours
	\$15	Each subsequent hour
Auditorium & Hall combined	\$60	Per hour for first 2 hours
	\$30	Each subsequent hour
Custodian	\$20	Open & lock up only
Sound or Lighting Tech.	\$25	Per hour including setup and pack down

The following equipment may be hired from the church. (Not to be removed from the church property)
The priced quoted are for any hire session not more than one day.

- Basic Sound System \$40
- OHP \$10
- Data Projector \$50
- Whiteboard \$5

A bond of \$250 will be required at the time of booking and will be refunded following the use of the facilities subject to an inspection of the property and full payment of hire. Deductions may be taken from the bond of the facility is left unclean and/or there is damage to any of the church property as a result of the hire. A booking fee of \$20 may be charged if cancellation is made less than 3 days prior to the event planned.

The church accepts no responsibility for loss or damage to any equipment or other property, including vehicles of the hirer or the people what attend their event, nor any injury to the hirer's staff or those who attend their events.

Terms and Conditions

The hirer agrees to the following

- To sign an individual hire agreement upon making a firm booking.
- To not allow the consumption of alcohol or smoking of cigarettes in the building or surrounding areas - including car-park.
- To not allow food or drink to be consumed in the auditorium.
- To clean the areas used at the end of each period and return furniture to its original position. (A cleaner can be arranged at a charge of \$40/hour)
- To pay the full hire charges within 7 working days of the event.
- To lock ALL doors and windows after using the premises if a key has been allocated to the hirer. Failure to do so will incur costs for loss or damage to church property as a result of being left unsecured.
- To use the premises for the activity that was stated at the time the booking was made and to not allow the activity to be a disturbance, nuisance or annoying to other church users or any adjoining properties.
- To replace or repair any loss or damage to the property or chattels which has been caused by the hirer's staff or people attending their event.

Name: _____
 Organisation: _____
 Signed: _____
 Date: _____