



## Te Atatu Baptist Church

448 Old Te Atatu Rd  
Te Atatu Peninsula  
Auckland

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# Venue Hire Information

The Auditorium seats approx 250

The Hall accommodates up to 150

Kitchen: boiling water system, two ovens, and microwave

Excellent parking

Situated close to the motorway with easy access to all areas of Auckland.

*A discount may be negotiated for Christian groups or frequent users.*

## Hire Charges

**Auditorium** \$40 Per hour for first 2 hours  
\$20 For each subsequent hour

**Hall** \$30 Per hour for first 2 hours  
\$15 For each subsequent hour

**Auditorium & Hall Combined** \$60 Per hour for first 2 hours  
\$30 For each subsequent hour

**Custodian** \$20 Open and lock up only

**Sound or Lighting Technician** \$25 Per hour including setup and packdown.

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

- basic sound system \$40
- OHP \$10
- data projector \$50
- whiteboard \$5
- TV and video \$25

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 if the facility is left unclean and/or there is damage to any of the church property as a result of the hire. A \$20 booking fee may be charged if a cancellation is made less than 3 days prior to the planned event.

*The church accepts no responsibility for loss or damage to any equipment or other property, including vehicles, of the hirer or the people who 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 buildings or surrounding environs.

To not allow food or drink to be consumed in the Auditorium.

To clean the areas used at the end of each hire period and return the 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 annoyance to other church users or any adjoining property.

To make people attending the event aware of fire exits.

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 \_\_\_\_\_