



BETHLEHEM BAPTIST CHURCH TERMS AND CONDITIONS OF HIRE

we look forward to hosting your event

general conditions

- All bookings to be done through BBC Church Office.
- BBC reserves the right to decline application for any booking.
- Bookings shall be confirmed by notification from the BBC office.
- Hirers are asked to restrict their activities to the areas allocated to them, as other groups may be using the building.
- It is the hirer's responsibility to inspect the facilities being used prior to the event taking place.
- On the rare occasion permission is given and a key supplied, the building must be left securely locked, with lights, heaters, windows and doors checked before the alarm is set.
- Supervision must be provided for children not directly involved in activities of the group or Hirer.
- The number of expected attendees must be advised. Numbers cannot exceed our full capacity guidelines of 550 people seated in the Auditorium.

payment

- A non-refundable 10% deposit will be required for confirmed bookings.
- A professional cleaning fee may be charged to events requiring food.
- For large events, a full professional clean may be booked in post-event.
- If rooms hired at BBC are not returned to their original state and layout, there will be an additional charge of \$35 per hour, or part hour to correct this.
- If event runs over time of booking, the House Manager will be paid double time until event finishes.
- GST is excluded in quoted rates, unless otherwise stated.
- Final cost of event bookings will be settled within 7 days of receipt of invoice. We accept Eftpos, Cash, Cheque and Internet Direct Credit payments.
- Our bank details are: 03 0445 0173975 00

prohibitions

- No liquor or drugs, including tobacco, are to be used within the facilities or on the grounds of BBC.
- No alcohol permitted on site.
- No chewing gum allowed in buildings.
- No form of gaming for raffles are permitted on the premises.
- No parking is permitted along the road frontage.
- Noise volume and amplification levels to be limited so as not to be a nuisance to neighbours. Any complaints/action taken as a result of noise will be the responsibility of the Hirer. Inside decibel limit is 96decibels, and outside level at the boundary fence is 50decibels between 8.00am – 10.00pm, and 40db from 10.00pm to 8.00am

furniture and equipment care

- All rooms hired must be kept clean and tidy, with all furniture replaced to its original position.
- The Auditorium furniture, i.e. chairs and equipment, are not to be removed or re-arranged without permission
- No changes to be made to the stage without consultation with Production Manager. If changes are requested on the day, the HM to contact Production Manager for approval.

decorations and entertainment

- There must be no interference or alteration made to any part of the building (adhesives on walls, decorations etc.) without prior consultation. Unauthorised decorations cannot be mounted on walls, doors, etc.
- Arrangements must be made if the hirer wishes to use dry ice effects or hazers. There will be additional costs involved.
- Use of extra lighting, the need for power-point presentations, sound systems or modification of additional power usage and/or modifications of power systems, must be discussed and authorised by the Production Manager.

food and kitchen care

- Serving or consumption of food and drink is only permitted in the Kitchen, Café, S1, Courtyard or Lounge.
- People involved in the preparation or serving of food, must comply with the BBC Food Policy. This would involve a prior visit to be orientated about the kitchen and the use of equipment. E.g. Oven, dishwasher, etc.
- It is essential that the kitchen is left clean and tidy with all kitchen equipment washed and put away.
- Bench tops left cleared and clean and left-over food to be taken off site.
- External caterers to be packed out as specified by end time set in the Terms and Conditions.
- Dirty laundry shaken and placed in the bag provided.

cleaning and rubbish

- All areas booked must be left clean and tidy at the end of the booked time. In order for this to happen, a team of people need to be identified, prior to the event, to do this job.
- All personal equipment and belongings to be removed immediately after function, unless prior approval has been given.
- When Hirers serve food as part of their event, a Professional Cleaning fee will be charged.
- Food scraps to be disposed of and rubbish placed in the receptacles provided. Rubbish to be taken away, or bins emptied into the outside skips.

damage and losses

- The Hirer is financially responsible for any damage or breakage that may occur during their event.
- Damages are to be reported to the House manager

responsibilities and liabilities

- All users must respect the Church's Christian Character and ensure all patrons' behaviour aligns to these expectations
- All Hirers to adhere to the BBC Health and Safety Policy Statement.
- At the beginning of each event, the MC, once briefed by the House Manager, will announce the following:
 1. Where the Emergency Exits and Toilets are
 2. No food or drink are to be consumed in the Foyer or Auditorium
 3. No chewing gum is permitted on site
 4. Cards on the back of chairs in the Auditorium are to be left in position

health and safety

- Hirer is responsible for maintaining good order and behaviour in all parts of the premises
- Fire/Emergency exit doors must be kept clear from obstruction at all times
- The Hirer will be responsible for providing up to five people (depending on size of event) to act as Fire wardens in event of fire and evacuation needing to take place.
- The Hirer is responsible for providing first aid assistance to anyone injured during the event

Thank you for your enquiry regarding availability here at Bethlehem Baptist Church. So that we can understand your requirements, please fill out the following questionnaire. Once we have this questionnaire back we will be able to see that we can meet the requirements and that it does not clash with any department ministries. It is important that you have been into Bethlehem Baptist Church to look at the facilities to ensure they meet your requirements? Please contact our office and speak to the receptionist to arrange a time.

1. What kind of decoration will you be using at the event? _____

2. Is there anything else that we need to know regarding your event? _____

3. It is important to understand that the House Manager is there to give direction to your teams, so that our church building is back to its original state. The House Manager will also direct evacuation in case of emergency, and will therefore need to know who the contact point person will be at your event so that they can refer to them if there is a problem. Please supply the following names.

Point person at the event will be: _____

Emergency Crew

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Clean Up Crew

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Kitchen Crew

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Please appreciate that we can only go on the information provided by you. If there is additional information not provided we will charge accordingly as per our Terms and Conditions. If there is a change to your plans then you will need to seek permission to continue with your event. Once this questionnaire is completed, please: post to - Bethlehem Baptist Church, 90 Bethlehem Road, Bethlehem, Tauranga 3110, email to bbc@bethlehem.org.nz or drop in at the office reception, as a confirmation of your booking.

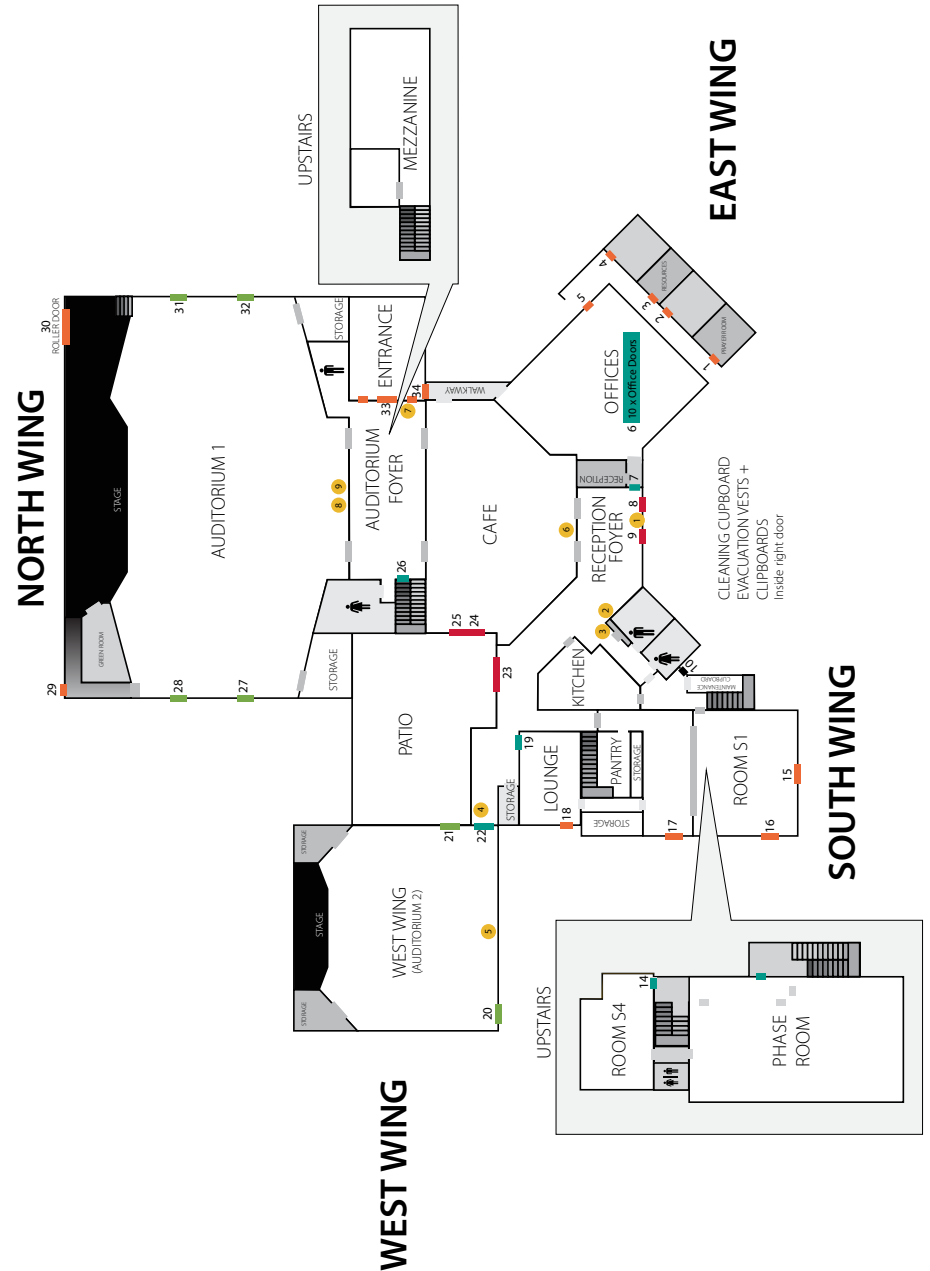
Signed Declaration: I have read and clearly understand the fee structure and Terms and Conditions of hire as outlined, and that by failing to adhere to these conditions, I will be charged accordingly.

Name of person signing:

Name of organisation:

Position in Organisation:

Signed: **Date:**





where new hope is born

Bethlehem
BAPTIST CHURCH

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