



ST MARK'S PARISH CENTRE, REMUERA INFORMATION AND HIRE CHARGES

Please note that charges are inclusive of GST

Thank you for considering the St Mark's Parish Centre for your forthcoming function. The Parish of St Mark is pleased to be able to offer the Centre for hire by community groups, businesses and for some social functions. The Centre is a newly refurbished historic building offering a number of versatile spaces which may be used in various ways. All doors have wheelchair access and there is lift access between floors. Limited parking, including mobility spaces, is available on the site. Rooms may be viewed on the St Mark's website, www.stmarks.org.nz

MAIN HALL

- A large space with a wooden floor, suitable for large meetings, conferences, retreats or social gatherings: this hall will accommodate 100+ seated guests at round tables or approximately 200+ theatre-style.
- 120 moulded plastic stacking chairs
- Sound system
- Kawai piano
- Easy access to the kitchen facilities (see below)

MAIN LOUNGE (DOWNSTAIRS)

- Carpeted room, suitable for meetings or small social gatherings
- Direct access to the kitchen
- Can be divided into two unequal spaces
- 54 upholstered stacking chairs
- Adjacent to the kitchen (see below)

Available for use in the downstairs rooms of the hall are:

- 17 x moulded plastic folding round tables (seating 8/9 for dining)
- 8 x moulded plastic rectangular tables (seating 6 for dining)
- 4 x folding wooden rectangular tables (seating 8/10 for dining)
- 4 x folding wooden rectangular tables (seating 6/8 for dining)
- Tablecloths for the round tables and long rectangular tables; 18 x burgundy, 18 x black, 18 x white.
- Additional chairs can also be provided for either room.

Parish Office: 95 Remuera Road, Remuera, Auckland 1050. Telephone 5202258

www.stmarks.org.nz

Parish Administrator: office@stmarks.org.nz

KITCHEN

- 90cm electric oven
- Six-burner gas hob
- Double 60 cm electric oven
- Inverter microwave
- Starline steriliser
- Food warmer (kept in lounge)
- Refrigerator/freezer
- Large teapots
- Boiling water on demand
- Mugs, white china, approximately 120
- Mugs, Arcoroc, approximately 70.
- Teaspoons

❖ **Hirers will need to provide their own tea towels and rubbish bags; all rubbish, including bottles, must be removed at the end of the hire period.**

UPSTAIRS

LOUNGE/MEETING ROOM

- Carpeted room suitable for small to medium-sized meetings
- Modular table seating 10-12
- 15 upholstered stacking chairs
- Access to upstairs tea/coffee making facilities and upstairs lavatories
- Whiteboard

YOUTH ROOM

- A large room with a wooden floor beneath unfixed carpet.
- 20 low chairs
- 4 low modular tables
- Access to upstairs tea/coffee making facilities and upstairs lavatories

Carpet and furniture in this room may be re-arranged to suit the user, but must be replaced before room is vacated.

COUNSELLING ROOM

- A small room with desk and chairs, suitable for one-to-one meetings, or groups of up to 4.
- Access to upstairs tea/coffee making facilities and upstairs lavatories

Four additional folding tables and approximately 14 chairs are also kept upstairs; if used, these must be replaced to their original spaces at the end of the hire period.

HIRE CHARGES (inclusive of GST)

Facility Charge (Casual Users)	\$75.00
Main hall	\$60.00/hr Monday-Saturday (daytime) & Sunday afternoon \$80.00/hr Friday-Saturday evening (from 4.00 pm)
Main lounge	\$40.00/hr Monday-Saturday (daytime) & Sunday afternoon \$45.00/hr Friday-Saturday evening (from 4.00 pm)
Hall kitchen	\$12.00/hr (when using appliances, etc. only: no charge for tea/coffee preparation)
Upstairs Lounge	\$12.00/hr
Youth Room	\$12.00/hr
Counselling Room:	\$12.00/hr
"Run of Hall" booking	\$640.00 flat fee (8 hours – 8.00am to 4.00 pm) (Downstairs only)
Laundry charge:	\$6.00 per tablecloth used.
Piano charge:	\$100.00 flat fee
Bond:	\$200.00 main hall and lower lounge Monday-Thursday \$300.00 Friday-Saturday evening \$ 50.00 Upstairs lounge

These are the standard hire charges and may be negotiable for use of the Centre by charitable and not-for-profit organisations. Please contact the Administrator if your group falls into this category.

St Mark's Centre also holds a supply of crockery and cutlery (120 place settings) which may be available for hire; this incurs an additional charge. Please contact the Administrator if you wish to discuss hiring these items.

Effective from 18 August 2010

ST MARK'S PARISH CENTRE
Terms and Conditions of Hire

1. BOOKINGS AND PAYMENT AND RESPONSIBILITY

- 1.1 Bookings are only confirmed once the application form has been completed and the hireage fee and Bond have been paid.
- 1.2 If the hirer is an organisation, a 'responsible person' must be nominated. This person has personal responsibility as 'the hirer' under this Agreement.
- 1.3 The hirer must include in their hireage period any set-up time and pack-up time required.
- 1.4 The facility must be vacated by the time stipulated in the booking form.
- 1.5 The Key must be returned to the Parish office within 2 working days.
- 1.6 Notice of cancellations must be received in writing 14 days before the booked event or the hireage fee may be forfeited.
- 1.7 The hirer may not sub-let or re-assign the hired room to another party.
- 1.8 The Parish and its staff are not responsible for any accident or injury sustained by the hirer or any of the hirers invitees and is not responsible for any damage or loss occurring to any equipment belonging to the hirer or the hirer's invitees.

2. CARE OF THE PREMISES, CLEANING AND RUBBISH

- 2.1 The hirer is responsible for the care and safekeeping of the building and equipment during the period of hire and is responsible for any damage or loss.
- 2.2 The hirer must leave the facility in a clean and tidy condition as set out in the written guidelines provided for the space that is hired.
- 2.3 The hirer must remove all rubbish, including food scraps and bottles, from the premises at the end of the hire period and must provide their own bags for removing the rubbish.
- 2.4 No additional catering or entertainment equipment such as ovens, deep fat fryers, juke boxes, etc. may be brought onto the premises without prior written permission of the Parish Centre Committee or its representative.
- 2.5 The hirer is responsible for ensuring that all lights heaters and appliances are turned off and that all windows and doors are closed and secured and that the alarm is set at the end of the hire period.
- 2.6 No tape, staples or pins are to be fixed to the walls, window frames or other surfaces.
- 2.7 Stiletto heels must not be worn on uncarpeted floors.

3. BOND

- 3.1 The hirer's bond may be forfeited if:
 - (a) The facility is not left in a clean and tidy condition
 - (b) Any damage occurs to the building or its equipment
 - (c) The facility is left in an unsecured state.
 - (d) The Key is not returned within 2 days
- 3.2 The Parish reserves the right to charge an amount over and above the bond if the costs referred to in paragraph 3.1 exceed the amount of the Bond.

4. HEALTH AND SAFETY

- 4.1 Noise must be kept to a reasonable level
- 4.2 Activities must be of a passive recreational nature only; that is to say, no ball games, high risk activities etc.
- 4.3 Music must stop at midnight and the premises must be vacated by 12.30 at night
- 4.4 The hirer is responsible for ensuring that children are supervised at all times
- 4.5 Smoking is not permitted in the building or its grounds.
- 4.6 All licensing requirements for the serving of liquor are the hirer's responsibility and the hirer should obtain the necessary licence from Auckland City Council if necessary.
- 4.7 The driveway and the fire exits are to be kept clear at all times.
- 4.8 The hirer is to be familiar with the emergency evacuation procedure for the facility and for appointing a fire warden.
- 4.9 Smoke stop doors must not be wedged open.
- 4.10 The hall is equipped with smoke and heat detectors but no sprinklers. Fire hoses are located in the corner closest to the office and outside the kitchen door on the ground floor; outside the hatch at the southern end and at the northern end on the first floor.
- 4.11 Please note that the kitchen contains the usual hazards associated with cooking.
- 4.12 The hirer is responsible for complying with the Occupational Health and Safety Regulations.

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**St Mark's Parish Centre
Venue Hire Form – Casual Hirers**

NAME OF HIRER/ORGANISATION: _____

Type of Function: _____

Responsible Person: _____

Address of Responsible Person: _____

Telephone: _____ Mobile: _____ E-mail: _____

DATE OF HIRE: _____ Time of Hire: _____ till _____

Room/s

Hired: Hall Kitchen Lounge Meeting room Youth room

Facility Fee: \$75.00

Rental Fee: \$ _____/hr Total hours: _____ Rental fee: \$ _____

Bond: \$ _____

Laundry Fee: \$ _____ (if applicable) Number of tablecloths hired: _____

Piano Fee: \$ _____ (if applicable)

Total fees (incl. Bond) \$ _____

Bond paid: Y/N Receipt # _____ Bond refunded: Y/N
(Preferred payment for the bond is by a separate cheque)

Key signed for: _____ Key returned: _____

Terms and Conditions of Hire are attached. Please read these carefully and if you wish to proceed, sign and return this form, which acknowledges your acceptance of the Terms and Conditions.

No booking is confirmed until the signed form is received by St Mark's Church.

A representative of the Church will refund the bond only after a satisfactory inspection of the venue.

St Mark's signature: _____ Date: _____

Hirer's signature: _____ Date: _____

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