



*For office Use Only*

Approved: \_\_\_\_\_  
Entered into Booking book: \_\_\_\_\_  
Date Deposit Paid \_\_\_\_\_  
Date Paid in Full: \_\_\_\_\_  
Invoice No: \_\_\_\_\_  
Receipt No: \_\_\_\_\_

Thank you for your enquiry with regard to the hire of Knox's facilities. We are pleased to be able to offer our facilities to the community for suitable events when they are not being used by the church for its own activities. This document includes a hire application form, a schedule of hire costs and the terms and conditions of use. Please note that Knox Church is a smoke-free and alcohol-free venue. Please complete the application form and return it to the church office at 574 High St, Lower Hutt. The Knox Board of Managers will consider your application and advise you of its decision within 10 days.

**HALL HIRE APPLICATION (FOR SINGLE EVENT)**

Name of Organisation: \_\_\_\_\_  
Address: \_\_\_\_\_  
Name of Contact Person: \_\_\_\_\_  
Daytime contact ph. \_\_\_\_\_ After hours contact ph. \_\_\_\_\_  
Email address: \_\_\_\_\_

I/we wish to book the following halls: \_\_\_\_\_  
 Grimes Hall     Kitchen     Café/Foyer     Fellowship Hall  
 Knox Church     Library     Small meeting room (nursery)     Boardroom  
Booking date: \_\_\_\_\_  
Event start time: \_\_\_\_\_ Event finish time: \_\_\_\_\_  
Require access at (time): \_\_\_\_\_ Departure time: \_\_\_\_\_  
Detailed description of event: \_\_\_\_\_  
Expected number of people to attend: \_\_\_\_\_  
Fee / charge will be made for those attending: yes / no    of \$ \_\_\_\_\_ per head  
cont. next page

I/we require the use of (see schedule for hire costs):

- \_\_\_\_\_ tables (no.) – café tables / trestle tables       \_\_\_\_\_ chairs (no.)
- Whiteboard       Overhead projector
- TV / VCR / DVD player       Microphone & speaker/amp
- I/we wish to use the cleaning services provided by Knox Church: (see schedule for costs)
- I/we will provide our own team to clean up after the event.

Other comments / enquiries:

---

---

---

---

I / we have read and agree to the terms and conditions for the use of the facilities and the procedure in case of fire or emergency. I / we will take full responsibility for the health and safety of all those attending our event and will not hold Knox Church responsible for any accident or injury resulting from the use of these premises.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

---

**OFFICE USE ONLY**

Conditions / comments \_\_\_\_\_

---

---

---

---

## CONDITIONS OF HIRE

All persons wishing to hire the Knox's facilities in part or whole must complete and sign an application form before the booking is registered.

Knox Church reserves the right to refuse permission for the Hall to be used for any purpose, for which in the church's opinion is likely to offend or cause damage to church property.

Hall bookings cannot be confirmed any earlier than six months prior to the date required. Knox Church will make every effort to honour all bookings but reserves the right to cancel any booking should the need arise.

Sub-letting of the Hall in whole or part is prohibited.

**Knox Church is located in a residential area. Please respect the privacy and wellbeing of our neighbours. Please keep noise to a minimum and if you are using the facilities in the evening please ensure all curtains are closed.**

Knox Church has ample parking – please do not park on the grass or in a way that prevents our neighbours from free access to their properties.

Knox Church is a **smoke-free, alcohol free** venue.

Knox works hard to maintain its facilities to a high standard. Failure to leave the Hall in a clean, tidy state of repair will result in Knox Church carrying out cleaning / repair work and the cost of that work will be deducted from the bond.

Any damage to or loss of Hall property will become the responsibility of the Hirer. The hirer will pay for the restoration of such damage or loss. The Knox Board of Managers will assess the extent of such damage or loss.

No decorations or fittings are to be attached to the walls without the permission of the Board of Managers.

Hall keys can only be obtained from the Knox Church Office between the hours of 9.00am and 4.30pm, Monday to Friday. For other arrangements please contact the Church Office, ph 569 9528. The Hirer is liable for the cost of replacing the door locks on the Hall if the keys are lost.

## BEFORE VACATING THE PREMISES

**Ensure that all windows are closed, doors are securely locked and all lights are turned off and the alarm is set**

## CLEANING

The Hirer may choose to make use of the church's cleaning services – see attached schedule.

If you choose to clean the facilities yourself after use, please note the following:

1. Tables and chairs must be returned to storage area – or left set up as you found them.
2. All crockery and cutlery (if applicable) must be left in a clean, hygienic condition. Please report all breakage's to the Church Office.
3. Kitchen surfaces must be cleaned thoroughly.
4. Any tea towels, table cloths etc must be washed and ironed and returned to the church office the following week.
5. Switch off all electrical appliances.
6. Vacuum carpeted areas and/or sweep and mop all hard floors used.
7. Remove all rubbish before vacating the premises – wheelie bins are available for small amounts of rubbish – for large events please remove rubbish from site.
8. Clean toilet pans and urinals. Sweep and mop all toilet floors.
9. Fellowship (Small) Hall **only** - Cannon Hygiene is responsible for emptying the nappy container. Please wipe down the changing table (which is attached and folded against the wall in the washroom) after use.

*(You are welcome to use the church's cleaning equipment - check with the office for location of cleaning cupboard)*

### SECURITY ALARM

You will have been given the alarm code and instructions on how to set and unset the alarm.

In the event of the security company being called out to attend the alarm at your event, there will be a call-out fee charged. This is currently *\$65.00*. **If you inadvertently activate the alarm please call the Safeguard on 570 1070.**

### FIRE ALARM

The fire alarm in Grimes Hall/Café part of the complex (not old Church or Fellowship Hall) is monitored. **In the event of accidental activation (e.g. burn toast) please contact Safeguard**