



Otara Pacific Islands Presbyterian Church

Terms & Conditions and Booking Guidelines for Hall Bookings

Please read the Terms and Conditions, and Booking Guidelines for Hall bookings carefully, as listed below:

Terms and Conditions

1. Alcohol is not permitted onsite.
2. No smoking or vaping on the premises.
3. Hirer must provide their own table linen/decorations.
4. Hirer must provide their own rubbish bags and remove all rubbish bags.
5. Booking times include prep and clean up.
6. Notice of cancellation, a full refund if cancellation made within 7 days prior to event.
7. Hirer during the period of hire will be responsible for the supervision of the premises, their care, and safety from damage.
8. Hirer shall not sub-hire the premises or allow the premises to be used for any purpose other than that stated on the application form.
9. Hirer to ensure that any activities for children comply with the “The Children’s Act 2014”
10. Hirer shall not allow Caterer to wash dishes on premises.

Guidelines for Bookings

- a. Booking period also includes the use of church. table 42, and chairs 462.
- b. Stacking of chairs at the end – in fives and back on the stage.
- c. Chair trolley must always be used.
- d. Break down tables and place on the trolley, tables are not to be dragged on the floor.
- e. Nothing is to be fixed to the walls by any method.
- f. Number of furniture available.
Tables – 42.
Chairs – 462.

Board of Managers: _____ Date: _____ Hirer: _____ Date: _____
(Signature) (Signature)