Otara Pacific Islands Presbyterian Church

Hall Booking Form for Church Members

Please note that the following procedure must be followed if you want to book the Hall for personal or Family function.

1. A booking must be made (at least 7 working days prior to the event) to the 3 Session Clerks. The details are at the bottom of this sheet.

2. Following approval, please fill in your details below.

   Name: _____

   Address: _____

   Contact Number: _____

   When is the Hall required.

Date Required	Start Time	End Time
_____	_____	_____

3. When you are finished, please tidy the Hall, clean the kitchen and toilets.
   Put away tables and chairs, use the trolleys provided. Stack chairs no more than 5 high at the back of the stage.
   Tidy up all rubbish around the place.

4. Bring **'your own'** rubbish bags and, **'take all your rubbish away with you'**.

5. Hall Hire: $600:00 Plus $200.00 Bond.

6. The Bond will be returned in full, after a satisfied inspection.
   If there is damage to the property or furniture, the Bond may not be refunded in full or will not be refunded at all, depending on the damage done.
   ***Please Note**: Payment for the use of the facility is to be made before the date of function. This can be made in cash, or direct payment to:* **Otara Pacific Islands Church, Account:06-0172-0042872-00.**
   Please leave your name as Reference.

7. **If the church is required, a separate donation is expected, thank you.**

8. For more information, please contact the Personnel below.
   - Vaega Vaito'a Vaega 02102656728
   - Ianny Pori 0273152499
   - Jubilee S. Atasani 0273248549
   - Rev. Uea Tuleia 0212694914
   - Rev. Arona Tusega 02108247476

   Thank you for your co-operation,

   Signed (Board of Managers) _____ Date: / /

Note of Church policy:
If there should be a Family service or Funeral of a Church member of OPIPC this will take precedent over the booking hire.