

2019 Conditions of Hire

Eastview Baptist Church

Thank you for your interest in hiring a venue from Eastview Baptist Church and the opportunity it provides us to establish links into the community.

Before your hiring details at Eastview are finalised, we require that you meet with either the Operations Manager or Office Secretary to discuss your venue requirements. Together we will check out your venue, outline our Health and Safety policies, including evacuation procedures, and demonstrate how to open up or lock the building securely. This document (Conditions of Hire) will be reviewed as part of your orientation.

IMPORTANT:

There are times that the facilities are required unforeseen (e.g.funerals) by members of Eastview. Priority would be given to Eastview. However, the affected hirers would be contacted immediately. If possible, an alternative Eastview meeting place would be suggested.

All users must be sensitive to the fact that Eastview is a Church. We do not permit the observance of any other religious practices including prayers, images, idols or any other activity that is in conflict with the purpose of our Christian identity.

RESPONSIBILITIES AND LIABILITIES:

1. Security: Groups that use Eastview facilities outside of office hours (Monday to Friday, 8.30 to 4.00) may be responsible for unlocking and locking up. This depends if more than one group is using the facilities at the same time. If you are required to close up the facilities, you will be issued with a key for the front door and a code for the alarm. During your orientation you will receive instruction in how to operate it. When leaving the building, turn off the lights including toilets upstairs and downstairs, check that all windows are closed securely, set the alarm (check that no other group or individual remains in the building) and lock the outside door. While outside, double check the other outside doors to ensure they are securely locked as well.

Keys are returned to the church office at the end of each year.

2. The entire site (land and buildings) is smoke, and drug free. No alcohol is to be used at any event except with the written approval of the Oversight of Eastview.
3. Health and Safety: Eastview is committed to maintaining a safe and secure environment for everyone using our facilities. All hirers are required to read and comply with Eastview's Health and Safety Policy. In cases where you are required to have your own Health and Safety Policy, Eastview will liaise with you about the application of the policies. Several orange coloured forms are included in your Hireage folder for reporting hazards, near misses and accidents. Hirers are responsible to manage hazards in their venue and car park.
4. Car Park: The car park is available for the use of all groups using Eastview facilities. The car park can become very busy and congested with cars arriving and departing at the same time. At times there is more than one group using the car park. Special care is needed when children are arriving or leaving the facilities. Eastview recommends that each group appoints a Traffic Warden to manage car and people movement.

No cars are permitted to stop on yellow dotted lines (near entrance) to drop off or pick up children. Cars are to park before dropping off children.

Eastview accepts no responsibility for any accident or theft that occurs in the car park.

5. Evacuation: All hirers are required to read Eastview's Fire Evacuation Procedure. During office hours (8.30 to 4.00) either the Office Secretary or Operations Manager will be the Fire Warden. In the event of a fire, outside of office hours, the group leader who first discovers the fire becomes the Fire Warden. He/she is responsible to activate the

fire alarm, call the fire brigade (phone 111) and ensure everyone has evacuated the building, including other groups using the building at the same time. The designated assembly area is on the South West side of the carpark (signage on back fence). Everyone must remain outside the building until the fire service has given the all clear to return. The Operations Manager of Eastview needs to be notified (021 0289 2642) of the evacuation.

In the event of a fire alarm being activated incorrectly by a member of their group, the hirer is responsible for the associated costs of the Fire Service responding to a false alarm.

6. Fire Warden Training: All hiring groups are required to have a trained Fire Warden. The initial training is organised by Eastview personnel and takes place at the initial orientation. Refresher courses are normally 30 minutes duration and are held every 6 months.
7. Furniture: When you have finished with your venue, all seating, equipment and furniture must be returned to their original position. Prior permission from the office is required to move the Auditorium seats.
8. Cleaning: Your venue area, including toilets and café (if used) must be left in a clean and tidy state. There are two vacuum cleaners available in the upstairs kitchenette cupboard and the café cupboard. Failure to do this to a satisfactory level will incur additional charges. For groups that choose not to clean up after the event, an additional \$175.00 incl. GST will be charged for commercial cleaners. Eastview requires that all users, bag and remove their own rubbish.
9. Sound system and levels of Noise: A full sound desk is available in the auditorium but needs to be operated by a member of Eastview's sound desk team. The charge is \$30/hour. During office hours a scaled down sound system is available in the auditorium that does not require a member of Eastview's sound desk team. It is important for Eastview Baptist that we maintain good relations with our residential neighbours by not allowing excessive noise. This includes excessive noise from the carpark as well as from inside the building.
10. Hours of Operation: All functions are to finish by 10.00 pm. and the building to be vacated by 10.30 pm unless prior approval has been granted by the Operations Manager. Time must be allowed for cleaning and arranging chairs and tables as required.
11. Church Crèche toys: These are not to be used by hirers unless arranged with the church office.
12. Liabilities: The hirer is liable for any loss or damage to the property, furniture or equipment during the time of their occupancy. Please notify the office of any breakages.

Use of the Eastview Carpark, equipment and facilities is solely at the user's risk. No liability will be accepted for theft or damage of personal items on site.

13. Payment:

All prices quoted exclude GST. Once the booking form and Conditions of Hire are signed and agreed to by office personnel, your booking is confirmed. Bookings can only be 3 months in advance. For one off events, such as weddings, bookings can be made for dates beyond 3 months. Normally payments are monthly in advance. Any variations can be agreed to at the time of booking.

Eastview's Operations Manager retains the right to cancel any ongoing booking if the conditions of hire are not being complied with.

If a user fails to make use of the building on the date booked, they are not eligible for a refund. For events where an Eastview Event Manager is required, an additional fee of \$20/hour is required. This will be discussed during the initial orientation.

Please retain the Conditions of Hire for your reference. This following section needs to be completed and signed by the leader of the hiring group. Please ensure a signed copy is returned to the Eastview church office. Thank you.

I have read Eastview's 2019 Conditions of Hire and agree to comply to these requirements.

Name Organisation

Signed Date.....

Name of your group's Fire Warden:

Phone number

Email address: