

APPLICATION FOR USE OF CHURCH PREMISES



ROYAL OAK BAPTIST CHURCH

Po Box 24-151, Royal Oak, Auckland

Cnr Erson Ave and Symonds St, Royal Oak

Email: office@robc.org.nz

Phone: 624-3357

www.robc.org.nz

HIRER'S DETAILS

DATE _____

NUMBER OF PEOPLE _____

NAME _____

CONTACT NUMBER _____

EMAIL _____

GROUP NAME _____

ADDRESS _____

FACILITIES REQUIRED (CHECK APPROPRIATE BOXES)

Auditorium + Hub

Kitchen non-cooking

Kizdone

Café + Hub

Kitchen cooking

AGREED COST \$ _____

DEPOSIT PAID \$ _____

CONDITIONS OF USE

1. The premises are to be left clean and tidy after use.
2. Windows and doors to be closed and locked, all lights and appliances turned off.
3. **No Smoking** on the premises.
4. **No alcohol** to be brought to or consumed on the property.
5. All tea, coffee, milk and sugar to be supplied by the applicant.
6. For evening functions all premises need to be vacated by 11.30pm, unless special permission is obtained.
7. Any breakages or damage to be reported to the **Church Office** and **made good or replaced** to our satisfaction.
8. Sound system - prior arrangement must be made more than 72 hours before the function.
9. Weddings – Auditorium seating to be put back in correct layout and all rubbish to be removed from auditorium and foyer.

IN THE EVENT OF A FIRE

If no staff member is present in the building, you will nominate a Chief Fire Warden to carry out the following duties:

The Chief Warden is identified via a fluorescent vest which is clearly visible and accessible in

(a) our main Reception office and

(b) in our Kids Zone area.

The vest has 'CHIEF WARDEN' printed on it and will be obvious for people to identify who the Chief Warden is. The Chief Warden will liaise with the Fire Service and will take overall control of the evacuation and will coordinate with the other Area Wardens (who are identified by a fluorescent vest that says 'AREA WARDEN').

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WHAT YOU NEED TO DO

If an occupant of the building discovers a fire, they are instructed by the warden to:

- Operate the nearest fire alarm
- Warn others in the immediate area as you evacuate
- Close doors on the way out
- Report the location of the fire to the building's Evacuation Manager
- Confirm with the Evacuation Manager that the Fire Service has been called Dial (Ext) – 111
- Then proceed to the place of safety in car park off Symonds Street of Erson Ave and assemble there
- Follow instruction of the Evacuation Manager and /or the Fire Service
- Do not re-enter the building until the all clear is given by the Evacuation Manager or Fire Service

Always walk quickly and quietly to the place of safety.

BY SIGNING I AGREE TO THE CONDITIONS OF USE.

Name _____

Signature _____

Date _____

PRICELIST FOR BOOKINGS (exclusive of GST)

LOCATION	COST PER HOUR	MAXIMUM COST PER DAY
Auditorium + Hub	\$60.00	\$300.00
Café + Hub	\$48.00	\$240.00
Kitchen: non-cooking	\$25.00 per booking	
Kitchen: cooking	\$50.00 per booking	
Kidzone	\$36.00	\$180.00
Projector Hire	\$30.00 per booking	

DETAILS ABOUT THE AREAS

AUDITORIUM	HUB	CAFE
<ul style="list-style-type: none">• Seats up to 160 (including hub space)• Hire includes use of the Hub also	<ul style="list-style-type: none">• Accommodates up to 80 people (standing)• Hire includes chairs/tables	<ul style="list-style-type: none">• Accommodates up to 40 people (standing)• Hire includes chairs/tables
KITCHEN NON-COOKING <ul style="list-style-type: none">• Includes microwave, tea and coffee, cutlery and crockery	KITCHEN COOKING <ul style="list-style-type: none">• Includes use of all cooking and kitchen facilities	KIDZONE <ul style="list-style-type: none">• Accommodates up to 50 people

Wifi usage is included in your booking and access can be provided if needed.

If you require usage of our sound system and livestreaming capacity this needs to be arranged but will incur a separate charge. Requests need to be made to the Senior Pastor by emailing Hamish@robc.org.nz and will be approved on an individual basis.