

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

Website: www.robc.org.nz



HIRER'S DETAILS

DATE _____

NUMBER OF PEOPLE _____

TIME _____

NAME _____

CONTACT NUMBER _____

EMAIL _____

GROUP NAME _____

ADDRESS _____

NAME & CONTACT FOR FORMER BUILDING REFEREE _____

FACILITIES USED

• **Building - \$ _____ (EXC GST)**

Auditorium + Hub Café+ Hub Kitchen: Non-cooking Kitchen: Cooking

Kidzone

• **Tech Equipment - \$ _____ (EXC GST)**

Projector Only (Hub Area)

Sound System, Projector, Screen (Auditorium Area)

AGREED COST - \$ _____ (EXC GST)

CONDITIONS OF USE

1. The premises are to be left clean and tidy after use and returned back to the original condition when the hire began.
2. All well-used floors to be vacuumed, surfaces wiped, and all rubbish to be removed from the premises.
3. Windows and doors to be closed and locked, all lights and appliances turned off.
4. **No Smoking** on the premises.
5. **No alcohol** to be brought to or consumed on the property.
6. All tea, coffee, milk and sugar to be supplied by the applicant.
7. For evening functions all premises need to be vacated by 11.30pm, unless special permission is obtained.
8. Any breakages or damage to be reported to the **Church Office** and **made good or replaced** to our satisfaction.
9. Auditorium seating to be put back in correct layout and extra chairs returned back to the storage area at the back of the building.
10. Payment to be paid in full 5 days before the commencement of booking.
11. Notice to terminate agreement: 30 days written notice is required.

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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').

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 _____

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

Usage of the building is dependent on a culture of respect for our neighbours (i.e. considerate noise levels, parking etc)

If you would like to use any of the tech equipment, please email the main office at office@robc.org.nz for pricing.

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VENUE PRICE LIST (GST EXC) as of 1st October 2025

LOCATION	COST
AUDITORIUM & HUB*	
AUDITORIUM Seats up to 160 (including the hub space) Hire includes the use of the Hub also.	HUB Accommodates up to 80 people (standing) Hire includes chairs and tables.
	\$70/hour \$350 maximum cost
CAFE & HUB*	
CAFE Accommodates up to 40 people (standing) Hire includes use of Hub and chairs and tables.	HUB Accommodates up to 80 people (standing) Hire includes chairs and tables.
	\$55/hour \$275 maximum cost
KITCHEN (In conjunction with the hire of a venue space)	
BASIC - Includes use of microwave, cutlery, and crockery.	Included in all per hour bookings
FULL KITCHEN - Includes use of all cooking and kitchen facilities.	\$50 per venue booking
WHOLE TOP AREA	
Includes the use of the AUDITORIUM, HUB, CAFE, MEETING ROOM (seats up to 10 people) and FULL KITCHEN .	\$120/hour \$600 maximum cost
KIDZONE & PLAYGROUND	
Accommodates up to 50 people.	\$45/hour \$225 maximum cost
PROJECTOR HIRE (In conjunction with the hire of a venue space)	
Price is per projector per booking. Two charges will be charged if both the projector in the Auditorium and the Hub are used. The projector locations are fixed and cannot be moved.	\$30 per booking
TECH EQUIPMENT (In conjunction with the hire of a venue space)	
Please email us at office@robc.org to enquire on the rates for hiring tech equipment or for any additional enquires.	
WIFI USAGE	
Wifi usage is included in your booking and access can be provided if needed.	

*Please note that the hire of the Auditorium and Café includes the use of the Hub area.