



KAEO-KERIKERI UNION PARISH

Kaeo Union Church Buildings

INFORMATION AND TERMS OF USE



KAEO

BOOKINGS: robyn@chirmac.co.nz, 021 02476280, 09 4017554. Availability can be checked on-line at <http://www.kaeokerikeriunionchurch.org.nz>

ALL USE IS NORMALLY SUBJECT TO THE CHURCH NOT BEING REQUIRED FOR A FUNERAL.

RENTAL: Hall and/or Supper Room: \$10/hour to a maximum of \$50 per day. Minimum charge of \$10. Includes kitchen facilities.

Use of the church sanctuary has a set fee of \$50 and is on the agreement of the minister; all-day use of the whole facility costs \$100. For funerals: use of the sanctuary \$50; use of the whole facility \$75.

USE AGREEMENT: Please complete and return the agreement for use that is on page 2.

THE KEY to the foyer giving access to the Hall can be signed out from the BP garage next door. It can be returned after opening up, with final exit after locking up through the crash-door on the river side of the Hall.

SIGN-IN BOOK: Please sign in and out, using the visitors' book on the table in the foyer. Forms for reporting any incidents that happen or hazards discovered during your visit can be found in the back of the book.

INVOICING: an invoice will be sent by email to the contact address provided, with payment by internet banking, or if email is not possible, other arrangements can be made. *All payments benefit the Kaeo facility.*

PUBLIC LIABILITY: Our property trustees, the Methodist Church, advise that, if damage is caused by negligence or lack of appropriate oversight by someone hiring the premises, their insurer has the right of subrogation (claiming again) that person or organisation for the costs met by insurer. You may therefore choose to put your own public liability insurance in place if you do not have it already.

CARE OF THE PROPERTY:

Please take every care when using these buildings and facilities and note carefully instructions on the wall in the Supper Room and all other signage around the building.

HAZARDS:

Please record on a Hazard Form (found in the back of the visitors' book) any hazards you notice. You might think them insignificant, or that someone else will notice, but please do it anyway. Under law it is now everyone's obligation to take care of health and safety. If a hazard needs urgent attention, use your judgment to contain it or avoid it and phone 021 02476280.

INCIDENTS:

Similarly for incidents. Anything that happens to the facilities, equipment or to people (accident or medical), please record it on an Incident Form which is found in the back of the visitors' book. If it is a significant incident, e.g. involves an ambulance, please contact 021 02476280.

INFORMING YOUR TEAM AND YOUR VISITORS:

Users of the facilities are responsible for the Health and Safety of those who attend their event or hui. Please ensure you do a Health and Safety briefing at the earliest opportunity, passing on relevant information from these instructions including emergency evacuation procedures. Encourage your people to take shared responsibility for the well-being of all present.

EMERGENCY PROCEDURES:

The alarm is raised (voice) and Fire Service contacted (111) from a safe place. **Note: the address is 27 Leigh Street, Kaeo.** Fire fighting equipment (stored in supper room and vestry) is used if it safe to do so. The leader (of meeting or worship service) directs all occupants to leave the building immediately by the nearest exit and delegates certain individuals to:

- oversee evacuation through each exit being used, guide the people to the nearest place of safety, and be responsible for keeping the group safe and together;
- run a sweep of each area, including the toilets and shower for any remaining occupants.

The leader makes a final check with groups in each safe area for any further requirements, e.g. First Aid, and reports information to firefighters.

Thank you for the care you take of these facilities – enjoy your time at our place



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Kaeo Union Church Buildings USER AGREEMENT



KAEO

NAME OF USER GROUP: _____

PURPOSE FOR USE: _____

ADDRESS _____

Email _____ **Phone(s)** _____

On behalf of _____, I agree to the terms of use for the Kaeo Union Church Buildings and the Health and Safety requirements under law.

Signed _____ Date _____

Name _____

Contact details (if different from above)

Address: _____

Email: _____ Phone(s): _____