



APPLICATION FOR USE OF BUILDING 2022

I wish to apply on behalf of **The Omokoroa Peninsula Club** for the use of the **Hall/Church/Auditorium** (please circle) in the Omokoroa Community Church complex on the **1st Thursday of each month 2022** between the hours of **9am and 11.30am** for the purpose of **monthly club meeting**.

The conditions below have been agreed to.

Signed: Date:

Phone:

CONDITIONS OF USE

1. It is a condition that there should be no activities held within the building that would be contrary to the religious and social aims and objectives of the Omokoroa Community Church.
2. All sound equipment and musical instruments on the stage in the auditorium are to be left in situ and cannot be removed without prior consent and knowledge of the administration staff of the Omokoroa Community Church. Failure to comply with this condition will incur a fee of \$150.00 inclusive of GST.
3. Any furniture removed from the stage in the auditorium must be replaced as found.
4. The premises must be left clean and tidy, with all furniture replaced as found.
5. All breakages or other damage must be reported immediately.
6. No smoking in or near the building.
7. Illegal drugs are not permitted on or around the premises.
8. Consumption of alcohol on the premises is not permitted without prior consent of Parish Council. Please submit a request in writing to the Parish Council one month prior to the event.
9. No gambling on the premises.
10. All lights and heaters must be turned off and windows closed before vacating the premises.

11. At all times during which the building is open to the public, a Building Warden must be present. Any group using the church facilities must designate a person or persons to be the Warden for the time of the meeting. This Warden is responsible to check and sign off that all the escape doors are accessible; and, in case of fire, to activate the alarm and call 111; and to ensure that all occupants are out of the building. Please record the name of the designated Warden here:

Name:

Contact number:

Email:

12. The Omokoroa Community Church reserves the right to use the premises if another need arises. *Please note that church activities must take precedence for the use of the facility.* Every care will be taken to work around the hirer's needs and as much notice as possible will be given if the hirer is required to vacate the premises.

Office use only

Approved:

Rental:

Date: