



KAEO-KERIKERI UNION PARISH
Kaeo Union Church Buildings
INFORMATION AND TERMS OF USE



BOOKINGS: bookings@kkup.org.nz, phone 09 407-8250. Availability can be checked at any time at www.kkup.org.nz. If you wish to use the Church you must speak directly to the Minister, phone 021 0268 8103.

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. **Please bring your own tea towels and tablecloths and remove your own rubbish.**

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.

The outdoor stage area is available for community use. Access to the building can be arranged to connect with power – a small charge to cover costs.

USE AGREEMENT: Please complete and return the agreement for use.

ACCESS TO THE KEY to the foyer will be advised on confirming your booking.

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: The property's trustees, the Methodist Church, have made the following ruling. If damage is caused by negligence or lack of appropriate oversight by someone hiring the premises, their insurer has the right of subrogation (claiming against) 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 walls of the Supper Room, Hall and Foyer and any others around the building.**

HAZARDS and INCIDENTS:

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 09 405 0282.

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 advise after the event by contacting 09 407 8250.

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.

COVID REQUIREMENTS FOR USER GROUPS

These may change as NZ Government Guidelines Change.

We endeavour to keep everyone who uses our building and staff as safe as we can. To help us with this, we ask that you adhere to these requirements as well as those that are laid out by the NZ Government.

- **Any person** who feels unwell, **stay home**.
- **Any person** entering the building **MUST**:
 - **Sanitise**
 - **Wear a face covering**
 - **Scan** in using the NZ COVID Tracer app **or record their contact details** manually
 - **Show** your vaccine pass
- Number of people in our building will be as the government have stipulated.
- Everyone who will be attending any activity needs to keep one metre apart.
- Each group is to sanitise surfaces when they finish. If you are unable to do this, then please let us know.

EMERGENCY PROCEDURES:

The alarm is raised (voice) and Fire Service contacted (111) from a safe place. **Note: the address is 27 Leigh Street, Kaeo.** Firefighting 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.