



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



**BUILDING USE POLICY:** The building is available to any who wish to book it, regardless of faith or no faith, on condition that no disrespect is shown for beliefs and values of the kaitiaki (guardians) of the building, the Union Church, or for the facilities.

*All regular bookings are normally subject to the Church and/or the Hall, not being required for a funeral or similar event.*

## **USER AGREEMENT**

Please complete and email or hand this form in to us at Cornerstone in Kerikeri to confirm your booking. Before your first event, you will be advised on how to access the building.

## **OUTDOOR STAGE**

The outdoor stage area is available for community use. Access to the building can be arranged to connect power at a small cost.

## **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.

## **CARE OF THE PROPERTY:**

Please take every care when using these buildings and facilities and **carefully note instructions on the walls of the Supper Room, Hall and Foyer and any others around the building.** Any negligent damage, loss, or theft of property may be charged against the user at the discretion of the Kaeo-Kerikeri Union Parish Council.

- ***Please bring your own tea-towels and tablecloths.***
- ***All rubbish must be taken with you on departure.***

## **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.

## **INVOICING**

An invoice will be sent by email to the contact address provided. Payment is to be made by internet banking.

## **HAZARDS and INCIDENTS:**

Please record any hazards you notice on a Hazard Form, found in the back of the Visitors' book. You might think they are 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 an incident has meant calling emergency services, please advise us, after the event, by phoning

09 407 8250 and leaving a message on option 5 with your name, phone number and what has happened.

## **EMERGENCY PROCEDURES:**

If there is a fire, activate the alarm and use voice to alert others. Contact the Fire Service (111) from a safe place.

**Note: the address is 27 Leigh Street, Kaeo.**

Firefighting equipment (stored in supper room and vestry) can be 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.

## **PUBLIC LIABILITY**

The 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 against) that person or organisation for the costs met by the insurer. You may therefore choose to put your own public liability insurance in place if you do not have it already.

## **USE OF ALCOHOL**

Alcohol may be used in the facilities **only with the special approval of the Parish Council**. An application form can be supplied on request. Approval is given only on the understanding that it will be used in moderation, the indicator for this being the ability to drive within the law.

The group will have a designated "host" who will take responsibility for the well-being of those present and that all alcohol consumption is within these bounds of moderation. This should be the designated person's sole task for the duration of the event.

## **CANCELLATION OF BOOKINGS**

Please let us know as soon as possible if you wish to cancel your booking. If is within 24 hours you may be charged.

Any booking that is deemed to be contentious or against the values of Kaeo-Kerikeri Union Parish may not be accepted. If a booking is made and then we find out that it is contentious or against the values of Kaeo-Kerikeri Union Parish then we, the Kaeo-Kerikeri Union Parish, reserve the right to cancel the booking.

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

Any enquiries or changes to bookings, please contact [bookings@kkup.org.nz](mailto:bookings@kkup.org.nz). Availability can be checked at any time at [www.kkup.org.nz](http://www.kkup.org.nz).