



KAEO-KERIKERI UNION PARISH

CORNERSTONE
Whare Karakia o Manako



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 to confirm your booking. Before your first event, you will be advised on access arrangements and receive the required orientation / induction regarding Health and Safety requirements.

SIGN-IN BOOK

Please sign in and out using the book provided.

EVENT SIZE

If you are expecting more than 50 people, or are unsure of the size, we arrange parking wardens for you at a cost of \$75.00. The empty section, roadside (angled parked to the bollards) and grass area on the Funeral Home side are available for extra parking.

Technical support is available for funerals at \$200 for the event. This is also available for other functions as requested.

*The name of the building for invitations or advertising your event is
Cornerstone – Whare Karakia o Manako*

CARE OF THE PROPERTY

Please take every care when using these buildings and facilities and note carefully instructions given at locations in the building. Any negligent damage, loss, or theft of property may be charged against the user at the discretion of the Cornerstone Management Committee.

If the area you used is not cleaned properly or requires extra cleaning, then there will be a minimum \$100 cleaning charge.

KITCHEN

The kitchen equipment includes: 900mm electric stove with and hob, steam oven, triple-door fridge, sterilising dishwasher, microwave, benchtop mini-oven, assorted pots, crockery and cutlery for 250 servings, oven dishes, serving dishes, and assorted kitchen utensils.

Please ask for access to the pantry if you require it. The door should be kept locked when items are not being taken out or returned.

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

The kitchen has a fire blanket in place. Please familiarise yourself with its use: YouTube has useful videos.

COMFORT AND SAFETY

Larger groups need to designate one person in your team to be responsible for comfort (heating/fans/cooling/doors/windows) and the layout of chairs and other furniture to ensure safe evacuation in case of emergency.

INFORMING YOUR TEAM AND YOUR VISITORS

Users of the facilities are responsible for the Health and Safety of those who attend their events 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. First Aid equipment is located in marked cupboards in the kitchen and in the kitchenette.

INVOICING

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

CHAIRS

100 chairs are available in the Hall. Around 150 are in the Church, including in the Church cupboard. The trolley in the cupboard can be used with both types of chairs.

Please ensure all emergency exits are accessible.

HAZARDS or INCIDENTS

Please record any hazards you notice, on the Hazard form, found in the brochure holder beside the visitors' book. You might think a hazard insignificant, or that someone else will notice, but please do it anyway. Please use your judgement to contain the hazard or avoid it. Under law it is now everyone's obligation to take care of health and safety.

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 brochure holder beside the visitors' book.

If a hazard needs urgent attention, or 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 144 Kerikeri Road, Kerikeri.

Firefighting equipment can be used if it is safe to do so. Fire extinguishers are situated in the hallway (opposite the meeting room), in the foyer (beside the main doors), in the hallway by the kitchen door) and in the kitchen beside the fridge.

The group leader 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 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 it 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.

CHECK LIST BEFORE DEPARTURE

- All 9 doors locked – please check throughout the building, even if you have not used the other areas.
- All windows closed, except the top windows in the church facing the bypass.
- Kitchen door shut into the hallway.
- Hall projector off and screen raised.
- All aircon/fan/heaters switched off. Check all areas used or possibly used.
- Blinds in Tamariki – Children’s Room down.
- All lights switched off (including toilet lights/fans).

Thank you for choosing our place as your place to gather

Any enquiries or changes to bookings, please contact bookings@kkup.org.nz. Availability can be checked at any time at www.kkup.org.nz.

Emergency Contacts:

Michelle – 021 0829 4598

Saikolone - 021 0268 8103

Jodie Cotton - 021 608 375 (For all technical support)