



central
baptist
wellington

September 2014

Terms and Conditions

All groups using the Wellington Central Baptist Church facilities must agree to abide by the following 'Terms and Conditions' and the 'Guidelines For Use'.

Bookings

1. Our normal hours for bookings are between **9:00am-10:00pm Monday to Friday**, weekends by special arrangement.
2. Wellington Central Baptist Church ministries will normally have **priority** on the bookable spaces. However, all efforts will be made to accommodate everybody's needs.
3. We reserve the right to accept or reject or change or cancel any bookings, as we see fit. We will ensure that adequate notice is given to bookings that need to be altered or cancelled unless it is a situation out of our control, such as a funeral.
4. We ask that you notify us as soon as possible about any changes or cancellations you wish to make to your booking (see Cancellation Fee details below).
5. No activity is permitted which is contrary to the Christian philosophy or ethos of Wellington Central Baptist Church.
6. No alcohol is to be provided or consumed on the premises.
7. The premises and grounds are a smoke-free environment. Therefore there is to be no smoking in the building.

Evacuation Procedures

8. Each booking will require a **designated Fire Warden**, who will be responsible for ensuring that the Building Evacuation Procedures are followed.

Financial

9. As a community facility, we offer our venue at rates that reflects this. Our rates are quoted excluding GST.
10. You may make payments to us using cash, cheque or Internet Banking. Our bank account details are: Wellington Baptist Church, Westpac, 03-0502-0169965-00. Please write your group name in the particulars.
11. For regular bookings, you may pay via an invoice with payment due on the 20th of the month (as per standard business practices) if arranged with us first. **For one-off bookings we normally require payment in advance.**
12. We do not usually ask for a bond but would appreciate you paying our invoice promptly.
13. We reserve the right to charge a Booking Cancellation Fee of the quoted full hire charge for any cancellations made without prior notice.

Breakages or Damage or Loss of Equipment or Property

16. We trust that you will be honest with us, and let us know if anything was broken or damaged during your use of the equipment and facilities. We will negotiate with you an appropriate reimbursement.
17. Should we find any equipment or other items missing or damaged after your booking, please do not be offended if we question you about this during our investigation.
18. If you lose the key(s) issued to you, you will be charged for the costs we incur to reissue you a key. You will also bear the cost of changing the locks and reissuing keys to all users, if we deem this necessary.

Storage Facility

We have no storage space available for groups using the Church facilities.