



central
baptist
w e l l i n g t o n

September 2014

Wellington Central Baptist Church

Building Hire for Weddings

Terms and Conditions

Welcome!

Thank you for considering Wellington Central Baptist Church (WCBC) as your wedding venue, may you know God's blessing on your wedding and your marriage. WCBC aims to provide you, the Hirer, with a welcoming, friendly Christian and community wedding venue.

About the Terms and Conditions

WCBC desires the relationship with the hirer/s be friendly and relaxed while professional in keeping with the occasion's importance. Please note Wellington Central Baptist Church is referred to elsewhere in this document as WCBC.

This document sets out the conditions for venue hire and use. WCBC requires the hirer to read, understand and sign the terms and conditions. The Hirer is/are the person/s hiring the venue who are the signatories of this Agreement. Please note all prices stated exclude GST.

Period of Hire arrangements

For the purposes of hireage, the Hirer is required, in all circumstances, to pre-arrange with WCBC the period of time required for their event, including time for preparation, any service deliveries, and clean up arrangements as agreed in the conditions of hire. WCBC will usually stipulate a time limit for an event as part of this Agreement to provide for other activities and WCBC considerations.

Venue Hire Fee

1.0. What the venue hire fee includes

The venue hire fee is for Church Auditorium use which seats up to 220 guests. The venue hire fee also includes:

- Access for a pre-wedding rehearsal held at a mutually agreed time between the Hirer and WCBC.
- Lights and heating/electricity.

1.1. WCBC sound technician fees

Only WCBC approved sound technicians are permitted. WCBC will, if requested, check on availability of a sound technician for your wedding. Sound technician rates are as follows:

- **First two hours** (up to 120 minutes): \$150 flat rate.

1.2. Organist

The Hirer will be responsible for arranging their own organist, including payment of fees.

1.3 Hiring fees for Church Auditorium

- **These will be quoted to you at the time of booking.**

1.4 Hiring fees of other Rooms or Spaces

WCBC has other rooms that may be available on request with separate pricing which, if needed by the Hirer, will be agreed in writing as part of this agreement. Please make an appointment to see any of these rooms by contacting the WCBC office administrator.

Payment and Services Conditions

Please see details under our 'Terms and Conditions' and 'Guidelines for Use' documents.

1.5 Service Deliveries

All service deliveries (e.g. hire items, florist etc) must be pre-arranged with Wellington Central Baptist Church to avoid overlap with any other function. Service payments to third parties are the responsibility of the Hirer at all times.

General Conditions of Use

Please also refer to the Guidelines for Use, Terms and Conditions and Building Evacuation Procedure documents supplied with this contract.

2.0 Childcare facilities

A viewing room for parents with young children is available at the rear of the auditorium. Parents are responsible for supervision of their children at all times.

2.1 Throwing of celebratory petals

In the interests of cleanliness and safety, the throwing of flower petals must occur outside only. Confetti is not permitted to be thrown in or around the church. A clean up charge will be levied upon the Hirer if confetti clean-up requirements should occur.

2.2 External catering rubbish removal requirements

The Hirer is responsible for rubbish removal occurring from the wedding/event.

2.3 Car Parking

Guests car parking arrangements for the period of the event can be made available – please discuss these with the office administrator at the time of booking.

3. Agreement for Hire

Please see details on the following page.

3. Agreement for Hire

3.1. The Hirer understands and accepts all the Terms and Conditions as set out above in the Terms and Conditions sections of this Agreement.

Hirer: _____

Name of Bride: _____

Contact telephone number: () _____

Cell phone: () _____

Email address: _____

Postal address: _____

Name of Groom: _____

Contact telephone number: () _____

Cell phone: () _____

Postal address: _____

Wedding date: _____

Ceremony commencing (time): _____

Wedding Rehearsal Booking: _____

Expected number of guests attending: _____

Auditorium only ceremony and/or including Lower Hall and Kitchen

Signature: _____ Date: _____

Signed for and on behalf of Wellington Central Baptist Church:

Date: _____

NB: The Hirer is required to please sign the Agreement and return the original copy to WCBC. It is suggested you keep a photocopy. The deposit is required to be given in person to: Wellington Central Baptist Church, Office Administrator, 46 Boulcott Street, Wellington. Please ensure you obtain a receipt and keep it for your records should it be required later for any reason.