

BOOKING PROCEDURE

Step 1

Contact the Church Office Tuesday - Friday 9am - noon ph 573 9042 to check on the availability.

Step 2

If the room is available, make sure that it will suit your needs. An inspection visit is recommended. This can be arranged directly with the Church Administrator.

Step 3

Once booking is confirmed you will be given a **TPBC Facility Hire Contract** to fill in, returned and signed. Copies of Conditions for Hire and Fire Safety Procedures will be issued. A bond of \$300 will be required on confirmation of booking. (This will be refunded if premises are left satisfactorily after the event.) Bond/part of may be withheld for damage, cleaning or insurance excess if necessary.

Step 4

Full payment before the event is required. You will need to contact the office the day before the event to obtain a key and security code to allow you access to the premises. You need to contact the Church Office the first working day after your function and the bond will be refunded to you, upon return of the key and inspection of the premises.

HIRERS RESPONSIBILITIES

It is the hirers' responsibility to ensure:

- the Conditions of Hire are strictly adhered to.
- that **TPBC's** strict **NO SMOKING** policy is adhered to. **No** smoking is permitted in any part of the premises or grounds.
- that **No alcoholic liquor** is permitted in/on the premises or grounds.
- that the behaviour of all persons utilising the building is of the highest standard.
- that **No** form of gaming or raffles are permitted on the premises.
- that the maximum number of persons allowed in the building is not exceeded. (500 max)
- that users respect the neighbours with regard to noise levels. **10.00pm** is our late night noise limit. Therefore functions would need to close at or near this time so that neighbours are not disturbed beyond this time

The office will advise you or tell you who else to contact if:

1. you wish to use the sound system, piano or synth in the auditorium.
2. you wish to erect displays.
3. erect or place notices outside the church.
4. you cause damage, have spillages or other accidents.
5. you wish to shift furniture around the building or in the auditorium.
6. you have any other special problems or requirements.



Bookings and inquiries to
Reception
Corner Station Road & Malyon Street
Te Puke
Phone: 573 9042
email: office@tpbc.org.nz

TEPUKE BAPTIST CHURCH

Some facts about our facilities:

LOCATION

At the corner of Station Road and Malyon Street.

Office is located at the back of the Church off Malyon Street.

FACILITIES

Auditorium

seats 400 with a stage, sound system and data projector

Lounge

seats 120

Kitchen

has 2 ovens, commercial sterilizer, crockery & cutlery etc for 150 settings

Gym

toilets and showers

Tigger's Den/Crèche

Separate building adjacent to church building suitable for small groups

BOOKING & INQUIRIES TO:

CNR STATION RD & MALYON ST

TEPUKE

PH: 573 9042

email: office@tpbc.org.nz

Office hours:

9am –noon Tuesday to Friday

	Members or Non profit	Non-Member or Commercial
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BOND REQUIRED

\$300

\$300

PER ONE SESSION *

Auditorium	\$56	\$114
Lounge (excl Kitchen)	\$28	\$62
Kitchen	\$28	\$52
Foyer & Blue Room (each)	\$28	\$46
Tigger's Den/Crèche	\$46	\$67
Gym with showers & toilets	\$46	\$67

Rehearsals

Auditorium	\$23	\$23
Lounge (excl Kitchen)	\$23	\$23
Kitchen & Lounge	\$56	\$53

All equipment in the locked pantry is to remain in the church, only what is stored in the kitchen can be removed for personal use.

Please check these in and out with church administrator

Auditorium & Lounge	\$82	\$114
Pantry Bond	\$110	\$110
50 or less people - set fee	\$55	\$55
Pantry equipment - p/head	\$2	\$3

*** A session consists of a period of up to 4 hours**

Multiple Concession Rates Available

ADDITIONAL EQUIPMENT IF REQUIRED

MUSICAL INSTRUMENTS

(available under arrangement)

Grand Piano

Kurzweil

Drums

Bass Amp

- Microphones

- 1 Lapel FM

- 1 Headset



OTHER EQUIPMENT

Television, Video Player, Data Projector and OHP

SOUND SYSTEM

Operator - \$50 per hour (min charge \$100)

Data Projector - \$50 (to be used with our operator)

If the data projector is moved around a bond of \$150 will be required.

All rubbish is to be removed

Excess Rubbish will incur a removal fee of \$50

