





## CLEANING

If you opt to not clean, there is a fee of \$60 to be arranged in advance.

- Any equipment or furniture that is moved must be put back in its original position at the end of the hire period. Do not drag furniture across the hard flooring.
- All crockery and cutlery (if applicable) must be left in a clean, hygienic condition. Please report all breakages.
- Kitchen surfaces must be cleaned thoroughly.
- Any tea towels or table cloths must be left in the laundry basket.
- Vacuum carpeted areas and/or sweep and mop all hard floors.
- Remove all rubbish before vacating the premises.
- Clean toilets and wash basins. Mop all floors.

All cleaning materials are located in cleaning cupboard located next to toilets.

## LOCKING UP

- Turn off heatpumps
- Check oven is off if used
- Turn off lights
- Turn on alarm
- Check doors are locked
- Return key to lockbox

## SECURITY ALARM

You will be given the alarm code and instructions on how to set and unset the alarm.

If, upon entering the premises you accidentally set off the alarm, please immediately phone your contact from Awaken so they can let the security company know that it was accidental, otherwise there may be a call-out fee charged.

## VENUE HIRE TERMS & CONDITIONS

To hire a space from Awaken City Church, you must read and agree to all terms and conditions. It is the responsibility of the hirer to ensure that all terms and conditions are adhered to.

1. Maximum venue capacity is 300. This is not to be exceeded.
2. The Hirer shall not use, move, or touch equipment that is not specifically included in the signed Venue Hire Agreement.
3. The Hirer is responsible for any damage caused to the building, facilities, and equipment at Awaken City Church. The hirer may be charged for any repairs needed as a result of their booking.
4. Unless a cleaning fee has been arranged, Awaken City Church is to be left clean and tidy. This includes furniture, floors, carpets, walls, the toilet area, and the car park. The hirer may forfeit their bond if the venue is left in an unsatisfactory condition. Cleaning equipment will be available for the hirer.
5. Any equipment of furniture that is moved must be put back in its original position at the end of the hire period. Failure to do this may result in extra charges for the time taken to do so.
6. There is to be no alcohol consumed on the premises. This includes the carpark areas, neighbouring properties and surrounding street areas.
7. Smoking inside the building and in the carpark is not permitted.
8. A bond is to be paid and will be returned after the event. Any non-compliance of these conditions may result in forfeiture of all or part of the bond.
9. Unless arranged, payment is due one week prior to the event.

Payment can be made to Awaken City Church 38-9016-0198390-00 with your name as reference.

### SIGNATURES:

I have read and agree to the Venue Hire Terms and Conditions for Awaken City Church, and agree that if they are not met, the booking may be cancelled, or additional costs may be charged. I hereby confirm that all details above are true and correct. I agree to notify Awaken City Church Staff if any of the above details change.

\_\_\_\_\_  
Signed by Hirer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signed by representative of Awaken City Church

\_\_\_\_\_  
Date