



HIRING OF FACILITIES

RULES & CONDITIONS

TYPE OF FUNCTION

As the church complex is firstly a place of worship, only applications for occasions / functions that will not disturb this conviction will be considered.

The following occasions / functions are allowed with the approval of the management team.

Church / Chapel:

- * Worship Services
- * Marriages
- * Funeral and Memorial Services
- * Musical Performances

Church Hall Complex

- * Baptism Socials
- * Birthday Celebrations
- * Marriage and Other Receptions
- * Funeral and Memorial Occasions
- * Special Functions
- * Performances, Concerts and Shows
- * Conferences
- * Fetes

CONDITIONS

Applications for hiring of facilities (with the exception of funerals) must be made three weeks before the function, in writing on the application form and submitted to the church office.

Applications for funerals or memorial services must be submitted with the relevant arrangements and will be processed within two days.

After the application is granted the prospective user must make arrangements at least three days before the time regarding entrance, lighting and any electrical necessities.

MARRIAGES

Before the couple is joined in matrimony by one of the relevant ministers (marriage officers) in one of the community venues, all monies, necessary documents (e.g. birth certificates, ID documents) and other documentary evidence (e.g. contracts, agreements) must be delivered to the Church office at least five (10) working days before the start of the occasion.

A personal conversation/interview with the relevant minister must be arranged at least two (2) months prior to the marriage ceremony with the previously mentioned minister by the aforementioned couple.

All congregational facilities are opened no later than one (1) hour before the beginning of every function.

All dress rehearsals (by the couple, parents, grooms men and bridesmaids, organists, guest artists (presenters, singers, instrumentalists) as well as flower arrangements and supplementary décor and decorations in the Church and/or Chapel, must be carried out during normal office hours on the previous day.

If the Church hall, Chapel or Church building is used, the clearing up must be carried out or executed by the person/s responsible to the satisfaction of the Verger. This implies that the costs involved in the cleaning of the community facilities are to the hirers account.

MEDIA / MUSICAL INSTRUMENTS

Rules that apply when the congregational Multimedia is used:

All requests round service delivery must be stipulated and finalized with the Church office at least five (10) working days before the start of the stipulated function.

No requests to make available any subsidiary apparatus or to supply any additional services (e.g. making available a violin, cello, e.d.m.) will be permitted on the day of the stipulated function.

Only appointed personnel of the Constantiakruin congregation (e.g. Media operator) may handle and /or operate the apparatus in the Church and Chapel. If it appears necessary to make alternative arrangements, consultation with the Media manager must be made from the start. Any requests for additional tasks will not be granted by the authorized congregational operator.

Any request to make use of the congregational Multimedia service must be timeously and completely relayed to the operator of the relevant equipment for consideration and approval by the Media manager.

The rendering of services through the Multimedia does not include DJ-services. (e.g. the provision of 'backtracks')

Music instruments that are congregational property, may, under no circumstances be shifted/moved around/disturbed or removed, unless permission is granted beforehand by the Media manager.

Only competent/trained people may play the organ and/or piano that congregational property embraces with the understanding that permission must be given beforehand by the Media manager.

The use of the congregational sound system in the Church hall is excluded from the hire agreement with regard to functions, although private equipment may well be brought in and used.

If indeed some of the congregational sound equipment and/or data projectors are used in the Church and/or Chapel, only the authorized congregational operators may manage, set-up, handle, operate and serve such apparatus and they will be compensated at the tariff that was agreed with them.

DEFECTS & DAMAGE

Any damage as a result of the use of the facilities must be reported to the verger in writing within 24 hours.

All damages will be redressed by the hirer and will be forfeited with application to the deposit.

PREPARATION & CLEARING AWAY

The hirer must ensure that all paraphernalia, rooms, stage, floors, walls, furnishings as well as the grounds are left in a neat and clean condition.

No equipment (e.g. tables or chairs) are placed in position or packed back by the verger. This remains the hirer's responsibility. Delay in this can lead to forfeit of the deposit or of an additional levy, determined at the discretion of the management and leaders.

Functions must end by 21:00. If a function ends after 21:00, arrangements must be made with the verger in advance and such an arrangement is subject to an additional levy of R300.00 per hour.

USE OF ALCOHOLIC DRINK

Temperate / moderate use of alcoholic drink is allowed, but restricted to wine and sparkling wine in restricted amounts.

A Cash bar is NOT allowed.

The wine may be kept in the fridge in the kitchen.

All empty bottles and containers must be removed from the church property after the function by the hirer.

FLOWERS

Under no circumstances may flowers be placed on top of any musical instruments as a temporary stand. They may also not be placed on the baptism font.

No petals, confetti, feathers or anything else except bubbles may be used.

The responsibility for cleaning up will be yours alone.

If arranging flowers in the Church or Chapel is performed outside normal office hours (08h00 – 16h00) you must contact the Church office at least twenty four (24) hours before hand so applicable arrangements can be put in place. The maximum allowable timespan for this concession is one (1) hour, and the amount of R200 will be payable.

Any decorations on the pews may only be attached with wonder gum (Prestik).

HANDLING OF DECOR / APPARATUS / DEVICES / RESOURCES / TOOLS

Décor and other apparatus which embraces both congregational as well as private property must be brought in from outside into any congregational venue with great circumspection and care and in like manner taken from within any venue back outside again as agreed.

The manner on which apparatus and devices must be placed in position must be such that no décor, decorations, lighting apparatus, sound apparatus at the Church, Chapel and/or Church halls including permanent and fixed state accessories e.g. pillars and columns are damaged.

FURNITURE & FITTINGS:

No furniture (or any other equipment) may be removed from the Church hall without the permission of the Church office. No furniture belonging to the Church, Chapel or Church hall may be used by the hirer as décor or part of the décor.

PLACARDS:

No placards, stick-on hand-bill, posters or advertising boards may be placed, handed out, displayed, stuck on or made fast in the Church, Chapel, Church hall or on the grounds without approval / permission from the Church office.

SMOKING OF TOBACCO PRODUCTS:

The smoking of any tobacco products including cigarettes, cigars and pipes in the Church or Chapel as well as any other building that is a component of the Church complex is inadmissible.

The use of flower pots, gardens and lawns for the purpose of getting rid of cigarette ends, is inadmissible when smoking outside of any building.

ALCOHOL ABUSE:

If alcoholic drinks are used in an irresponsible manner by guests of the authorized hirer, the hirer of the relevant location must take responsibility and on the one hand in a firm and decisive manner request the said guest to leave immediately, or on the other hand, if the said guest or guests refuse to agree to the request, to summon the help and support of the security services if it becomes necessary to take action.

EXTRAORDINARY REQUESTS:

No requests for out of the ordinary or special equipment, conveniences or facilities will be considered or permitted.

FORFEITURE OF RENTAL DEPOSIT:

If the facilities, in the opinion of the Verger are left in an unacceptable state by the hirer, or other damage is not reported, then the rental deposit will ipso facto be forfeited.

CONDITIONS WITH REFERENCE TO HIRING OF THE ABOVE:

A deposit of 50% or the whole calculated amount is payable in advance together with the booking to ensure that the hiring process can begin immediately and run smoothly.

Tablecloths and accompanying decorative overlays are only intended for use in the Church hall and may not be taken out of the Church hall.

No burning candles are allowed in the Church hall (or in the Church or Chapel)

No plastic cutlery and/or disposable paper plates are available.

All hired crockery, kitchen equipment, cutlery and other kitchen goods must be left clean and in order on the kitchen table before the Church hall is vacated. That implies that every cup, saucer and teaspoon must be left on the kitchen table as a unit, and that all other items that belong together, must also be placed together.

As the Church complex is, in its totality primarily a place of congregational worship and evangelistic ministry, the requests to hire the available facilities will be weighed and permitted to organizations and individuals that acknowledge and worship such a conviction, character and condition.

The Church complex embraces and has available various facilities with components including areas outside the Church itself, that can be put at the disposal of aforementioned hirers.

Smoking is not allowed in any of the church complex buildings.
The right of entry to the facilities is reserved.

POLICY DECLARATION WITH REGARD TO RULES:

The Management Council has the right from time to time to modify or make adjustments to the rules and put addendums in place at their discretion; or to scrap them in part or in total.

Incidents, for which no provision has been made in this policy document, will be referred to the Management Council for consideration and decision.

The NG-Congregation Constantiakruin – Andrew Murray Congregation is indemnified from any claims that might originate out of any losses, damages or injuries suffered in as far as it originates from the normal use and utilization of the congregational facilities.

You, the hirer and user are heartily thanked in advance for your understanding and co-operation.

I / we hereby declare that I / we have read this information document thoroughly and have grasped the contents hereof, and further undertake to honour it in all respects and to supply the required information in full.

Name of Applicant: _____

Date: _____

Approved: _____

Date: _____

Ds. Barend Buys
BUSINESS MANAGER

Date: _____