



HILLS CHURCH

Hireage Info

Thanks for being interested in hosting your event here at Hills Church.

This booklet contains some useful information you may need to consider before hiring our facilities. If you have any questions, please get in touch with us.

Office contact and hours:

Phone: 09 625 5050 (Tues, Wed)

Email: office@hillschurch.nz

Web: www.hillschurch.nz

Welcome to
HILLS CHURCH



Facilities for
HIRE

GROUND LEVEL



LOWER LEVEL



AUDITORIUM

Our largest space, permanently set up for services/large events.

Intentionally set up to allow external hall hires ease of use. A simple stage input interface allows the user to plug in anything from a computer (for projection), to a microphone or piano, to a sound desk for larger musical teams.



Features:

- 166 chairs
- Ceiling-mounted speakers
- Simple stage expandable audio interface
- Access to connect to speakers via Bluetooth
- Separate stage and speaker lighting controls

Cost:

- \$55 per hour.



DOWNSTAIRS HALL

The second hall, located downstairs, is great for medium-sized events where audio/visual requirements are needed or for events where a large empty space is desired.



Features:

- 140 chairs stored
- Ceiling mounted speakers
- Sound desk and trolley
- 2x TV's on mobile trolleys
- Large kitchen and bathrooms located on same level

Cost:

- \$50 per hour.



LOWER/UPPER CAFE

A space primarily suited for smaller groups (<50 people) and/or groups requiring simpler band/audio needs.

The room arranged seating around tables (which you can change for your needs) that can be separated from the rest of the building by sliding glass doors.

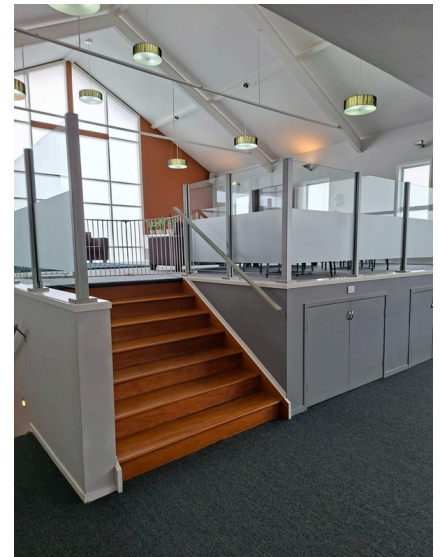


Features:

- 60 chairs (+ 12 cafe-style tables)
- Ceiling mounted speakers
- Wall-mounted TV
- Mezzanine-like area fitted with couches
- Kitchen and bathrooms located close by

Cost:

- \$35 per hour.



Confirmation CHECKLIST

Your booking is tentative until both parties have signed the term and conditions form and the payment has been made.

One week prior to the event a form will be emailed to you to complete to confirm any needs you may have (once submitted further adjustments may not be possible).



Payments for facilities (including the bond) will be paid prior to the event. A GST invoice and receipt will be issues on request.

Bank Account Number:

- 02-0100-0087764-00
- Please reference all payments with the date of the event and Individuals
- Name/Organization Hiring the space.

Your RESPONSIBILITIES

All users must respect the Church's Christian Character and ensure all patrons behaviour aligns to these expectations:

- We ask that hirers encourage safe practices and proactive involvement from all persons who visit.
- Hirers are asked to restrict their activities to areas allocated to them, as other groups may also be using the building.
- Children must be supervised.
- All rooms hired must be left clean and tidy and all furniture replaced to its original position.
- The Auditorium furniture i.e., chairs and equipment are not to be removed or re-arranged without permission.
- There must be no alteration made to any part of the building (adhesives on walls, decorations etc.,).
- Use of extra lighting, the need for PowerPoint presentations, sound systems or modification of additional power usage and/or modifications of power systems must be discussed and authorized by the Operations Manager.
- All rubbish must be removed from the premises following the event or be left in sealed rubbish bags by the rubbish bins BUT only with prior approval (a \$35 per green wheelie bin can be requested if needed).
- Should we need to call in commercial cleaners to clean up after the event there will be a minimum charge of \$150 that will be deducted from the bond.
- Serving or consumption of food and drink is only permitted in the kitchen/café areas.
- A full list of terms and conditions are included in the later form.

Other

INFORMATION



We recognise the importance that food is with any event. So please feel free to use the kitchen and the equipment however ensure:

- The kitchen is left clean and tidy.
- All kitchen equipment washed and put away.
- Bench tops are left cleared and clean.
- Food is disposed of and rubbish placed in the bins provided.
- Breakages should be reported to the Office and replacements will be taken from bond.
- Please ensure cooking appliances are supervised when in use.



We do have CCTV cameras installed in the premises (these do not record audio). They may be reviewed if required for the purpose of assessing damage/spaces used.

No liquor or drugs (including tobacco) can be used within the facilities or on the grounds of Hills Church.

No form of gaming or raffles are permitted on the premises.

Limit noise volumes and amplification to levels which are not a nuisance to neighbours. The event must also close down no later than 10.00pm to observe council bylaws.



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