



Mairangi Bay Presbyterian Church

*Our Church is the worship centre of our faith community.
We are very pleased that you are thinking of having your
wedding service here.*

*We are happy to welcome you to share our sanctuary on
your special day. We wish you all the best as you plan for
this exciting occasion.*

*You have an open invitation to join us for Church
every Sunday 10.00am.*

Wedding Planning Information

Church -

The church seats 100 to 150 people.

Church Music Sound & Computer Projector system -

We are equipped with an excellent sound & projector system.

The projector runs through our computer system to show pictures or videos you preload onto a USB drive.

The sound system plays your choice of music on CDs, iPod/MP3's. If you wish for live music - such as a soloist, instrumentalist, or group - you can discuss with the sound team for use of the microphone & speaker system. Our projector & sound systems are run for you by one of our experienced team.

Hall & kitchen -

After the ceremony you may wish to stay and use our hall & kitchen. Anything from light refreshments before moving to another venue, to having a fully catered reception here. The hall has tables and chairs available to seat approx. 100 guests formally, or can accommodate more if you are having an informal gathering. The kitchen has crockery and cutlery with 3 ovens and a commercial dishwasher, making it suitable for both those wishing to self cater and those wishing to hire an outside catering company. The Lounge adjacent to the Hall can also be hired separately for more seating or a relaxing area.



SET FEES (Exclusive of GST)

\$350 - Church hire -

There is no charge if your family is a confirmed active member in the life of the Mairangi Bay Presbyterian Church.

Note; This fee includes the cost of the rehearsal with access to the church from one hour before, one hour after the booked timespan of the ceremony.



\$400 - Minister's Wedding Service Fee

Mairangi Bay Presbyterian Church Minister

OR

\$325 - Wedding Service Administration Fee

This is a charge for those requesting to use their own Minister. Please send details through of your Minister and it may be possible for guest clergy to officiate here. Your Minister must be pre-approved by the Minister of Mairangi Bay Presbyterian Church before your booking will be confirmed.

Music:

\$130 - Piano & Pianist (if pianist available)

\$30 - Piano with your Pianist playing

You can arrange your own musicians after consultation & approval by our Minister.

Sound system and Computer Data Projector

\$165 - Projector & Sound services Rehearsal

\$180 - Projector & Sound services Wedding Day

\$160 - Sound services only

Please ensure your file is in a ready to go in a 'click and start' one file presentation eg PowerPoint.

Rehearsal: Usually the day before the Wedding. One rehearsal, (maximum of 1.5 hours) is included in these fees. This time includes placing any decorations in the church. You are welcome to decorate the ends of the pews by tying any decorations on and removing them after the wedding.

Reception Hall & Kitchen hire

\$325 - Morning, afternoon or evening hire. Allow time for set up and cleaning also. If you require a full day please enquire for pricing with the office.

Bond

\$200 - A bond will be charged and refunded to your bank account after your service if the premises have been left clean, tidy, undamaged with your rubbish removed. Please send through your bank account details for this to be refunded into.

Note: A Cleaning Premium of \$200 will be invoiced from your bond if the premises are not left clean & tidy after use and cleaners are required to come in.

Payments

An invoice will be generated with the services you request. The invoice must be paid to secure your booking.

Floral Decorations:

You are responsible for your own flower arrangements. *Please leave at least one arrangement up front in the Church for the Sunday service as there will be no time for our florist to come in after your wedding and decorate the church for Sunday.*

Photography:

Cameras, phone cameras & videos may be discretely used.

Candles:

If you wish to use candles in your service, or as a decoration, this is permissible only in the sanctuary area of the church.

No candles are to be lit in the main body of the church (fire safety regulations).

Confetti:

NO confetti please in the Church, or in the Church grounds. Rose petals are perfectly acceptable outside on the steps, or in the grounds but not in the Church.

Parking:

There is parking here for 25 cars





Hire of the Church &/or Rooms & Hall at Mairangi Bay Presbyterian Church

Mairangi Bay Presbyterian Church

8-10 Penzance road Mairangi Bay

office@bayspc.nz Ph; 09 4786180 / 021 0551640

Office hours: Tuesdays & Thursdays via email or phone messages,

Wednesdays 9am – 1pm and Fridays 9am - 3pm, in Office.

Minister: Rev. Dr Tokerau Joseph Ph 027 371 4733 tokerau.j@gmail.com

Please sign this as acknowledgement and acceptance of the following rules.

Scan and return via email to office@bayspc.nz

or return to the office at; 10 Penzance Rd Mairangi Bay

Date to Hire

Facilities to hire:

I agree to abide by the Rules of Use and to make payments as per paragraphs 9.

Name: _____

Contact Telephone No.: _____

Signed: _____

Date: _____

There are many people who use the Mairangi Presbyterian Church premises and there may well be another function immediately before or after yours on the day you have chosen. Please adhere to the time you have booked.

We're pleased you've chosen to use our church premises. Please recognise, in consideration of others who use & maintain the church buildings the following simple rules apply:

1. Furniture. Do not shift the pews or other large items of furniture without permission. You may shift small items of furniture providing you return them to their original position.
Return all chairs and tables to their original positions: All upholstered chairs in the hall should be stacked in fives and returned to the side storage room.
Please do not drag chairs on the vinyl floor.
2. Hall / Room Floors. Please sweep or vacuum all floors after usage - there are mops and brooms in the cupboard beside the entrance door.
3. Fixtures. Church identity items like banners, friendship symbols, notice boards etc also require approval prior to moving, and must be returned to their original position if agreement is given on completion.
4. Kitchen. If you use the kitchen, please follow the user's rules as posted on the kitchen walls. These include mopping the floors & wiping down all surfaces. Use dishwasher as per instructions and empty when finished. All rubbish is to be removed from the premises.
5. Damage. Notify any damage by phoning The Administrator (Ph478 6180)
You are responsible for damage, other than fair wear and tear, up to the amount of our insurance excess.
6. Security. On leaving the building, special care shall be taken to:
Turn off all lights and heaters.
Lock all external doors and ensure the building is secure after use. This requires you to check that all exterior doors are locked.
7. Building Evacuation. If a fire or other disaster requires that the buildings are evacuated, you will be responsible for ensuring that your entire group have gone outside. Please note the nearest exits for your group and nominate someone to take this responsibility.
8. Medical. In the event of an accident a small first aid kit is located in the kitchen and emergency numbers are on the wall by the telephone. An AED defibrillator is situated just inside the main entrance on the left.
9. Fees & donations. The standard fees/donations payable are as per the invoice sent to you. The fee Schedule charges advertised may be subject to change. Please deposit as per your invoice **ASB 12-3042-0002489-00**
10. Time. Please do not run over the time you have booked unless you have arranged this beforehand as others may be coming to use the rooms after you.
12. Note:
Our Parish has some responsibility for what takes place within our premises and it is important that any incidents are reported to the Administrator and that users of our premises are not subject to exploitation, harassment or abuse.

Mairangi & Bay Presbyterian Church Wedding Booking Form

Church Office Ph 478 6180 office@bayspc.nz

Rev. Dr Tokerau Joseph 027 3714733 tokerau.j@gmail.com

Please return this form with your information.

An email will be sent to confirm your requested booking date is available.

Your booking is not confirmed until invoiced and payment is received.

Contact Name :

Date of booking:

Booking Time (Start to finish) :

Bride's name:

Address:

Phone number:

Email:

Groom's Name:

Address:

Phone number:

Email:

Expected number of guests:

Piano required: Yes/No Pianist needed? Yes / No

Sound system required: Yes/No

Data Projector and sound required Yes/No

Plans for flowers and decorations:

Hall & Kitchen required for reception: Yes/No Booking Time (Start to finish) :

Details;

REQUEST TO USE A GUEST MINISTER** Name & Church of Minister:

Bank details for Bond refund:

Once the booking is confirmed, any changes must be advised in writing, and all changes must be confirmed before they are accepted.