



# Mairangi Bay Presbyterian Church

*Our Church is the worship centre of our faith community.*

*We extend our deepest sympathies to you and we are happy to welcome you to share our sanctuary. You have an open invitation to join us for Church every Sunday 10.00am.*

## FUNERAL 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.

Please get the USB stick to the operator in good time for a run through before the service.

### Hall & kitchen -

After the service you may wish to use the Hall & kitchen, which is suitable for anything from light refreshments to a fully catered event. 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:** This room is adjacent to the Hall can also be hired separately.

***You will be offered many choices in the content of planning your service.***

***This is your service, make it yours.***

***We wish you all the best in this difficult time***

## **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.



### **Minister's Funeral Service Fee**

**\$400** - Mairangi Bay Presbyterian Church Minister plus travel and any other costs incurred

**OR**

### **Funeral Administration Fee using a Celebrant or Guest Minister**

**\$325** - This is a charge for those choosing to use their own Minister or Celebrant. Please send a request through of their details for approval by our Minister before your booking is accepted.

### **Church Music:**

**Please arrange a pianist through your funeral director.**

**\$30** - to hire the Piano with your Pianist

You are welcome to arrange your own musicians after consultation & approval by our Minister.

### **Sound system and Computer Data Projector**

**\$180** - Projector & Sound services

**\$160** - Sound services only no projector screen

The sound system and computer projector in the Church can only be hired with a church provided operator.

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

This charge covers the time before the service to have a practice run through and your Church service.

### **Hall & Kitchen hire**

**\$200** - Morning or afternoon hire. This includes use of the crockery and dishwasher. Please allow time for your set up and cleaning.

We do not provide catering.

## **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.

## **Photography:**

Cameras, phone cameras & videos may be discreetly used without flash.

## **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).

## **Parking:**

There is parking for about 25 cars in the Church grounds.

There are many people using the Mairangi Bay Presbyterian Church premises and there may well be another function group immediately before or after yours on the day you have chosen. With this in mind, we ask that you respect & adhere to the time you have booked.





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

Contact details -

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

**Office;** 09 478 6180 / 021 055 1640 Email: office@bayspc.nz

**Office hours: Tuesdays & Thursdays via email or phone 9am – 1pm**

**At the Office - Wednesdays and Fridays 9am - 1pm**

Please sign this as acknowledgement and acceptance of the enclosed terms.

Scan and return via email to office@bayspc.nz **Or** return a signed copy to the office 8F  
Penzance Rd Mairangi Bay

**Date to Hire**

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**Facilities & Services requesting to hire:**

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

**Name:** \_\_\_\_\_

**Phone.:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Please note** - There are many people who use the Mairangi Bay Presbyterian Church premises and there may be another function immediately before or after yours on the day you have chosen.

Please adhere to the timeframe 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 Funeral Service Booking Form

Church Office Ph 478 6180 Email: office@bayspc.nz

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

Please return this form with your information.

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

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

Contact Name :

Date of booking:

Booking Time (Start to finish) :

Funeral Director Name & Ph:

Deceased Name:

Address:

Phone number:

Email:

Expected number attending the service:

Piano required : Yes / No Note: Pianist is to be organised through your Funeral Director

Sound system & operator required: Yes / No

Data Projector and sound & operator required Yes / No

Hall & Kitchen required : Yes / No

Details:

*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.*