

COSTS FOR RENTING THE STILL BAY BAPTIST HALL (“NG KERKSAAL OOS”) from Apr 2023

Weddings:

Please read conditions for renting the hall on page 4.

Deposit (members and non-members) <i>Deposit will secure the booking. Please note, if you do not keep to the agreed conditions, you will lose your deposit. Deposit to be paid via EFT. Get banking details from caretaker</i>	R1000
Hire of hall (for church members)	Free
Hire of hall (for non-church members) excluding crockery, etc.	R1,500
Hire of hall (for non-church members) including crockery, etc.	R2,000
Using previous day to setup. (If available)	R300
Having Rev. Carel-J Rischmuller officiate at the wedding <i>Please note, Carel-J will only officiate on certain conditions, please contact him (pastor@stillbaybaptist.co.za) for more info</i>	
Travel allowance to Home Affairs George (280km @R5.59)	R1565.20
Donation	optional
Care taker (“koster”)	Donation
Pianist. <i>Please contact us to see if one is available</i>	Donation

For any queries, please contact:

Clifton Donald 082-457-1135 / cliftondonald@lantic.net

or **Pat Tavener** 082-601-0401

If neither of them are available, please contact:

Carel-J Rischmuller, 084-071-7663 / pastor@stillbaybaptist.co.za

Funerals:

Please read conditions for renting the hall on page 4.

Deposit (members and non-members) <i>Deposit will secure the booking.</i> <u>Please note, if you do not keep to the agreed conditions, you will lose your deposit.</u> <i>Deposit to be paid via EFT. Get banking details from caretaker</i>	R500
Hire of hall (for church members)	Free
Hire of hall (for non-church members) excluding crockery, etc.	R250
Hire of hall (for non-church members) including crockery, etc.	R500
Using previous day to setup. (If available)	R250
Having Rev. Carel-J Rischmuller lead the funeral <i>Please contact Carel-J for availability (pastor@stillbaybaptist.co.za)</i>	R0
Care taker ("koster")	Donation
Pianist. <i>Please contact us to see if one is available</i>	Donation

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FULL-TIME RENTAL

This is for people who will use and pay for the hall during all of the school terms. The only dates excluded will be school- and public holidays. Extra rental at the same price is available during holiday times if the hall is available.

Please read conditions for renting the hall on page 4.

PLEASE NOTE: Church activities always take preference over activities from renters. Even though we'll try to work around the rented periods, take note that we can cancel your slot at very short notice

3 hour slot Normal slots (unless otherwise arranged) 6:30 – 9:30 9:30 – 12:30 12:30 – 15:30 15:30 – 18:30	R70
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AD HOC RENTAL:

This is for non-regular, once-off usage of the hall

Please read conditions for renting the hall on page 4.

PLEASE NOTE: Church activities always take preference over activities from renters. Even though we'll try to work around the rented periods, take note that we can cancel your slot at very short notice

Deposit. (<i>Deposit secures the booking</i>). Pay via EFT	R500
3 hour slot Normal slots (unless otherwise arranged) 6:30 – 9:30 9:30 – 12:30 12:30 – 15:30 15:30 – 18:30	R200
Use of kitchen and tea cups + urn (per 3 hours)	R500

For any queries, please contact:

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or ***Pat Tavener*** 082-601-0401

If neither of them are available, please contact:

Carel-J Rischmuller, 084-071-7663 / pastor@stillbaybaptist.co.za

CONDITIONS FOR RENTING THE STILL BAY BAPTIST HALL (“NG KERKSAAL OOS”)

ANY DISREGARD / BREAKING OF THE CONDITIONS BELOW WILL CAUSE YOU TO FORFEIT YOUR DEPOSIT AND FUTURE OPPORTUNITIES TO HIRE THE HALL

- 1) *In the case of damages occurring, the person or organisation who hired the hall will be responsible to pay for the cost of fixing the damages.*
- 2) *Your booking will only be secured once you pay the deposit.*
- 3) *The deposit will only be paid back once the caretaker has confirmed that there are no damages to the hall **and** that the hall is clean and setup correctly*
- 4) *If the hall is not left in the condition it was found, both in regards to cleanliness and setup (please ensure beforehand where everything goes), the deposit will not be returned.*
- 5) *The caretaker or any other appointed person from the church must at all times during the event be given access if any inspections need to be made.*
- 6) *No **smoking, alcohol or candles (or any open flames)** allowed in hall.*
- 7) ***No moving of the sound desk, audio cables, etc.** If you move the piano move it back to the position you found it in.*
- 8) *The hall must be cleaned, set-up and vacated no later than 24:00*
- 9) *The church has the right to cancel any booking.*
- 10) *When sound or music systems are used, the sound may not travel beyond the borders of the church hall. No activity at the hall may disturb the peace of the neighbours.*
- 11) *No paper/plastic confetti allowed. No confetti allowed inside the hall. Only biodegradable (e.g. rose petals) allowed outside.*
- 12) *Please contact the care-taker if you have any questions regarding access to the hall or queries about what is available in the hall.*

Clifton Donald 082-457-1135 or **Pat Tavener** 082-601-0401

**Application for once-off / ad hoc hire
STILL BAY BAPTIST HALL (“NG KERKSAAL OOS”)**

Applicant:

Organisation / Person : _____

If organisation, responsible person: _____

Address : _____

Telephone number _____

Email: _____

Hire of Hall:

Date(s): _____

Time slot(s)

6:30-9:30	
9:30-12:30	
12:30-15:30	
15:30-18:30	

Type of function: _____

Deposit quoted: _____

Price quoted: _____

Deposit in cash in envelope. Payment can be made in cash or via EFT.

Agreement by Applicant

- *I agree to the condition on page 4 of this document.*
- *I, the undersigned, have read the costs and conditions and agree hereby to commit to keeping it and that I'll take personal responsibility in case of damage to the hall. I will return the hall in the state I found it.*
- *I will not make copies of the keys or lend keys to anyone else.*

Signature of Applicant

Date

* Completed form to be returned to Clifton Donald 082-457-1135 / cliftdonald@lantic.net

**Application for *long-term, weekly hire* of
STILL BAY BAPTIST HALL (“NG KERKSAAL OOS”)**

Applicant:

Organisation / Person: _____

If organisation: Responsible Person: _____

Address: _____

Telephone number: _____

Email: _____

Weekly Hire of Hall:

	Mon	Tues	Wed	Thurs	Fri
6:30-9:30					
9:30-12:30					
12:30-15:30					
15:30-18:30					

Type of Usage: _____

Agreement by Applicant

- *I agree to the condition on page 4 of this document.*
- *I agree to pay Still Bay Baptist Church (“the church”) in advance the first week of the month for that month’s usage of the hall.*
- *I agree to pay for all slots in my requested time-slots during the school term, **even when I don’t use them.***
- *I agree to contact the church if I would like to use the hall during other times (e.g. school holidays, weekends) and that my usage at these times are subject to availability*
- *I agree to let the church know 2 months in advance if I no longer plan to rent the hall.*
- *I agree to leave the hall at all times in the condition I found it. This includes both cleanliness and set-up of the hall. (Chairs, tables)*
- *I agree **not to lend out / make copies of the key** assigned to me.*
- *I agree to pay for any damages caused to the hall due to my usage.*
- *I agree to not use the hall outside of the slots I booked with caretaker.*

 Signature of Applicant

 Date

* Completed form to be returned to Clifton Donald 082-457-1135 / cliftondonald@iantic.net