



8- 10 Penzance Road (*Vehicle access*)
PO Box 65299 Mairangi Bay 0754

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Parish Office: Ph 09 478 6180
office @bayspc.nz

www.bayspresbyterian.org.nz

Mairangi & Castor Bays Presbyterian Church

FUNERAL INFORMATION

This Church building is the worship centre of our faith community. We are happy to welcome you to share our sanctuary with you.

Below are items for you to consider as you do your funeral planning :

Church -

The church seats 100 to 150 people, and is equipped with an excellent sound and projector system and an organ and piano.

Music -

The church has an organ and a piano available for hire. Please arrange a player through your funeral director.

Sound & Computer Projector system -

The projector runs through our computer system and can show pictures or videos. Please load any recorded music and/or visuals that you require onto a USB stick drive with only those items for the funeral on it. Please ensure one file is ready to go, click and start presentation eg PowerPoint (no Mac or Apple files). There is a sound system and computer projector in the Church for hire with a church provided operator only. This charge covers the Church service only. You may wish to use other music - such as a soloist, instrumentalist, or group - which can be discussed with the sound operator. Using the microphones & data projector requires one of our experienced operators from the church. 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.

FEES (Inclusive of GST)

Church hire

\$175 - This fee includes access to the church from one hour before and one hour after the booked time of the ceremony.

Note; There is no charge for those whose family is a confirmed active member in the life of the Mairangi & Castor Bays Presbyterian Church Parish.



Minister's Funeral Service Fee

\$390 - Mairangi Castor Bays Presbyterian Church Minister plus travel and any other cost incurred

Church Music:

Please arrange an organist or pianist through your funeral director.

\$50 - to hire the Organ with your Organist

\$25 - to hire the Piano with your Pianist

You are welcome to arrange your own musicians after consultation & approval by the Minister of Mairangi & Castor Bays Presbyterian Church.

Sound system and Computer Data Projector

\$165 - Projector & Sound services

\$145 - Sound services only no projector screen

The sound system and computer projector in the Church are only available for hire with a church provided operator.

This charge covers the time of the run through and your Church service.

Hall & Kitchen hire

\$120 - Morning or afternoon hire. This includes use of the crockery and dishwasher. Please allow time for set up and cleaning.

\$100 / \$200 Bond - the amount of bond depends on the part or full day hire & will be refunded into your bank account after your service as long as the premises have been left clean, tidy, undamaged, rubbish removed.

There is a **Booking Fee** of \$100 (non-refundable) which must be paid when you make your booking. An invoice will be generated dependent upon the services you request. The invoice must be paid within 7 days of the date of your funeral unless alternative arrangements for payment are made. The booking fee once paid becomes your Bond or part there of.

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 (a fire safety regulation).

Parking:

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

There are many people using the Mairangi & Castor 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.

***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 .***



To: Users of the Church &/or Rooms & Hall at Mairangi Bay Presbyterian Church

Please sign and scan or return the attached copy of this as acknowledgement and acceptance of these rules. **Email** to office@bayspc.nz or **Post** to:

The Administrator
Mairangi Presbyterian Church
PO Box 65-299 Mairangi Bay Auckland

Date & facilities to be hired:

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

Name: _____

Contact Telephone No.: _____

Signed: _____

Date: _____

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. The brown vinyl upholstered metal frame chairs belong in the front lounge.
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), or the Convenor, Property Committee (Ph478 6411). 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 Funeral Schedule. Please send a cheque or deposit on line
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 & Castor Bays Presbyterian Church Funeral Service Booking Form

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

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

Please return this form and deposit payment of \$100 (non-refundable) so we can confirm the booking. This booking is not confirmed until the deposit is received. An email will be sent to confirm your booking date. Please pay to the church account 12-3042-0002489-00 & use your name and "Funeral" as a booking reference.

We wish to make the following booking:

Date of booking:	Booking Time (Start to finish) :
Contact Name :	
Address:	
Phone number:	
Email:	
Deceased Name:	
Expected number attending the service:	
Organ/Piano required:	Yes / No (please circle one)
<i>Organist/Pianist - to be organised through the funeral director</i>	
Sound system & operator required:	Yes / No (please circle one)
Data Projector and sound & operator required	Yes / No (please circle one)
Plans for flowers to be advised	
Hall & Kitchen required :	Yes / No (please circle one)
<p>When we know the extent of the facilities that you wish to use and the length of time involved we will then invoice you for the charges that will apply. A deposit of \$100 is to accompany this booking form please.</p> <p>NB: you will be recalled to clean up and incur a \$60 Cleaning penalty on top of the cleaning fee if the Premises are not left clean & tidy with your rubbish removed</p> <p><i>Office use only. Date Deposit made:</i></p> <p>Date Full Payment Due : Date Bond refunded:</p>	

Once the booking is confirmed any changes must be advised to the Church Minister in writing, and changes to the booked times must be cleared in advance.