

## The Orchard Facilities and Pricing - 2017

### **475 Seat Auditorium:**

Air-conditioned Auditorium with seating for up to 475 people  
Production quality sound system, stage lighting and large screen projector

### **Youth Hall:**

Air-conditioned smaller function room for up to 80 people  
Sound system and Data equipment  
Café tables and 100 resin chairs available

### **Lounge:**

Lounge/small meeting room for up to 15-20 people

### **Kitchen:**

Fully equipped kitchen (can service both Youth Hall and lounge)

### **Other:**

Toilets  
Wheelchair access toilets  
Large foyer area can accommodate large catered dinners

### **Parking:**

113 sealed car parks with a covered main entrance. Extra parking is available in the paddock beside the volleyball court. Please do not park on the road opposite the church. You will need to provide parking attendants if large numbers are expected.

### **Weddings:**

You are welcome to use your own celebrant, but are required to meet with our Lead Pastor before your booking is confirmed.

**Sign in:** please ensure that a group leader reads and signs the Health & Safety book at the Connection Centre on arrival.

<b>Pricing:</b>	<b>Hourly</b>	<b>Up to Half Day</b>	<b>Full Day</b>	<b>Full Day and Evening</b>
Whole Facility	\$70 (80.50)	\$235 (270.25)	\$400 (460.00)	\$570 (655.50)
Auditorium	\$35 (40.25)	\$120 (138.00)	\$240 (276.00)	\$350 (402.50)
Youth Hall	\$24 (27.60)	\$70 ( 80.50)	\$116 (133.40)	\$175 (201.25)
Lounge	\$15 (17.25)	\$47 ( 54.05)	\$80 ( 92.00)	\$115 (132.25)
Kitchen/BBQ	By negotiation			

Café Machine with Barista \$20 per booking, plus \$3 per cup

Specific pricing for regular users by negotiation

All prices are **GST exclusive** and payment is due on the day or invoiced by arrangement. *(gst included is in brackets)*

Sound/Data technician to be negotiated separately if required and is subject to availability.

*Users of the Auditorium will be required to pay a bond of \$500, to be paid prior to the event. The bond will be returned providing all is in order, up to 5 days after the event. Booking is confirmed on payment of the bond.*

## The Orchard Policies - 2017

### We have a No Alcohol and Smoke Free Policy at The Orchard.

- We are not a conference centre, so users are expected to arrange the facilities as they want them, and then to pack up and return the facilities to the way they found them. You will need to provide your own tablecloths and tea towels.
- Users are responsible to make sure the facilities are clean when finished. This includes returning furniture to the place it was found, vacuuming the floors and disposing of rubbish. All rubbish should be emptied into the bins at the back of the facility, or if excess rubbish, taken away. Our rubbish is collected on Thursdays so please be considerate in this regard.
- The kitchen benches should all be wiped clean, dishes returned to where they were found, and the floor swept and washed as necessary. Cleaning equipment is available.
- Any damage should be reported to the office as soon as possible.

We hope you enjoy using our facility. Please phone the office for further details or enquiries.  
Office hours are Monday to Friday 9.00am – 5.00pm.



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# The Orchard Facility Hire Agreement - 2017

Contact Name: \_\_\_\_\_

Phone Number & email: \_\_\_\_\_

Date & Time Required: \_\_\_\_\_

Facilities Required: \_\_\_\_\_

Purpose: \_\_\_\_\_

Signature: \_\_\_\_\_

Bond Paid  Hire Paid  Bond Returned

## EVACUATION PROCEDURE IN CASE OF EMERGENCY

- In case of a fire being discovered or the alarms sounding, the person in charge of the event is the Evacuation Manager. This person is responsible for ensuring the safe evacuation of the building.
- The person in charge should delegate a 'Second-in-charge' to contact the Fire Service, and check the building for missed people.
- The Fire Evacuation board, key for the alarm box, and yellow warden jackets are at Reception.

### **ACTION TO BE TAKEN ON DISCOVERING A FIRE:**

- If not already sounding, operate the nearest fire alarm and dial 111. The alarms are not automatically connected to the Fire Service.
- Warn others in the immediate area.

### **ACTION TO BE TAKEN WHEN WARNED OF A FIRE:**

- The occupants of the building will normally be warned of a fire by the continuous sounding of an electronic fire alarm and possibly by another occupant verbally warning them there is a fire and instructing them to leave the building.
- Operate the nearest fire alarm if it is not already sounding and dial 111
- Warn others in the immediate area
- Use the nearest available exit that is safe to use
- Make sure elderly and people with disabilities are assisted to safety
- Close internal doors on the way out
- **Proceed to the place of safety at the front of the car park**
- Follow instruction of the Evacuation Manager and / or Fire Service
- Do no re-enter the building until the all clear is issued either by the Evacuation Manager or the Fire Service

### **Fire Fighting:**

- Portable fire extinguishers are on site. If the fire is small and localized staff may use them. Otherwise they must follow the above procedures.

### **Confirmation that these instructions have been read and understood:**

Signature: \_\_\_\_\_ Name: \_\_\_\_\_