



EVENTS TERMS AND CONDITIONS

1. DATE

The church is available for both day and evening events 6 days a week (except Sundays) from 9am on the day of your event.

We require that all evening functions finish no later than 1am, with pack-out to be completed by 3am.

Please note that if you choose to book your event for a Tuesday evening, our bellringers rehearse from 7.30pm to 9.15pm in the bell tower.

2. CONSIDERATIONS FOR YOUR EVENT

St Matthew's can accommodate 250 guests for a banquet or 450 guests for a stand-up cocktail function.

The Concert and Theatre seating capacity is 400. St Matthew's has seating in its wooden pews for up to 168 people, the upstairs' gallery seats up to 40 people. We also have an additional 190 chairs.

We host a wide range of events. There may be some occasions where an event is not appropriate for us to host.

3. RATES

Rates quoted exclude GST. You will need to pay a \$500 non-refundable deposit to secure your booking.

4. CLEARING THE SPACE

Our pews can be moved. Because they require special care, we employ our own crew to move them.

5. SETTING UP and PACKING OUT

The church is available from 9am on the day of your event.

We require that all evening functions finish no later than 1am, with pack-out to be completed by 3am.

A scaled floor plan of the church attached to these terms and conditions for your information.

We require a floor plan illustrating the setup for your event and a run-sheet at least three days prior to your event.

All equipment and rubbish associated with your event must be taken away at pack out unless prior arrangements have been made with our Events Manager.

There will be a charge each time we unlock the church for drop off or pick up outside of St Matthew's office hours (9am-5pm, Monday - Friday).

6. PARKING

The yellow spaces next to the church are for the use of St Matthew's clergy and staff.

Limited parking may be available during your event.

Other parking is available at Wilsons Parking on the South side of St Matthew's, at the Sky City Carpark, Atrium carpark (entrance is through the Crowne Plaza Hotel entry on Albert Street) and Civic Car Park (entry at Greys Ave and Mayoral Drive).

7. LIGHTING AND DECORATION

There are rows of chandeliers and up-lighting which can be switched on or off, or dimmed as you require.

Please do not use any adhesive products to attach your decoration to the walls, pillars, wooden surfaces.

Helium balloons may not be used inside the church.

8. POWER

There are power outlets available throughout the church. There are also two three-phase power outlets available. You may need to provide a generator should the equipment you are using place heavy demands on our power supply.

EVENTS TERMS AND CONDITIONS (cont.)

9. MUSIC AND SOUND

St Matthew's has a single CD and PA system that you can use. We have facility to play music from almost any electronic device. You are welcome to bring a band, musicians or a DJ to play during your event. You are also welcome to bring your own PA system.

10. CATERING

We have a list of preferred caterers you may want to consider who work regularly at St Matthew's and are therefore familiar with our facilities. St Matthew's does have a small kitchen which can be used for catering smaller gatherings.

11. ALCOHOL

Caterers on our preferred list are able to use their own liquor license. Otherwise, you will need to acquire your own license from the Auckland Council.

Alcohol cannot be consumed outside the church.

12. SMOKING

St Matthew's is a non-smoking venue in accordance with New Zealand's smoking legislation.

13. TOILETS

There are five separate toilets located in the church (four in the basement, one accessible on the main level). Should you decide to hire extra toilet facilities (e.g. Port-a-loos, Super-loos), these may be set up only at the south side of the church and they must be taken away at the conclusion of your event. Power outlets and water are available outside the church.

14. SECURITY

You are required to use the services of our preferred security provider TLC Recoveries Ltd who are well experienced and sensitive with managing security for events at St Matthew's.

15. DAMAGE

St Matthew's is constructed of Oamaru stone which is easily damaged. Please take care not to rest ladders and other equipment against the pillars or walls.

You are responsible for any damage incurred by anyone associated with your event including staff, guests and contractors. Should any damage occur, you will be liable for any associated costs.

16. SUPERVISOR

If your event occurs outside of St Matthew's office hours (9am-5pm, Monday – Friday) a supervisor from St Matthew's will open the church and be on call throughout the event. Please contact the supervisor at the conclusion of your event for final inspection and lock-up.

17. HEALTH & SAFETY

- a. I / We are aware of my / our obligations and duties under the Health and Safety at Work Act 2015.
- b. Any sub-contractors used have written rules and procedures in place relating to health and safety of their employees and all persons associated with the event.
- c. I / We will take all practicable steps to eliminate, isolate, minimise hazards as well as hazards identified to me / us by St Matthew-in-the-City.
- d. I / We will maintain a register of accidents and notify St Matthew-in-the-City of any accidents that occur at St Matthew-in-the-City.

18. CONTRACT SIGNING

When you have read through these terms and conditions, please fill out the St Matthew-in-the-City Event Booking Contract, and email it to us. By signing, you confirm that you have read and agree to the above terms and conditions.

19. COVID-19 REFUND POLICY If you are not able to proceed with your event due to an Alert Level in effect at that time (the Alert Level which doesn't allow mass gatherings up to 200 people indoors), your deposit will be either fully refunded or transferred in full to a new date.



HEALTH AND SAFETY POLICY

St Matthew-in-the-City is committed to providing and maintaining a safe and healthy workplace for all staff, parishioners, volunteers, clients, contractors and to providing the information, training and supervision needed to achieve this.

St Matthew-in-the-City will take responsibility for health and safety procedures, however, employees and all users of the building need to be aware of their responsibilities and comply with the church health and safety policy.

Each employee and user of the building is encouraged to play a vital and responsible role in maintaining a safe and healthy workplace through:

- Being involved in the workplace health and safety system.
- Sticking to correct procedures and equipment.
- Wearing protective clothing and equipment as and when required.
- Reporting any pain or discomfort as soon as possible.
- Ensuring all accidents and incidents are reported.
- Helping new employees, trainees and visitors to the workplace understand the right safety procedures and why they exist.
- Telling your manager immediately of any health and safety concerns.
- Keeping the workplace tidy to minimise the risk of any trips and falls.

Your participation is much appreciated.



POLICY FOR USE OF THE ST MATTHEW-IN-THE-CITY FOR EVENTS ORGANISED AND OPERATED BY OUTSIDE INDIVIDUALS AND ORGANISATIONS

As part of St Matthew-in-the-City's commitment to Hospitality, the Church is available for use by outside organisations for corporate and not-for-profit events and functions. These operation events are permitted subject to the Terms and Conditions set down by St Matthew-in-the-City in the Booking Contract. The person who signs the Booking Contract is the Client for the purposes of this Policy.

In addition, the following specific Health and Safety Policy applies:

All intending users (clients) of the building shall make contact with the Events Manager at St Matthew-in-the-City well in advance of the proposed event, to discuss the operation of the event and the Health and Safety aspects applicable to each event.

Each client shall supply to the Events Manager a detailed proposed floor plan for the event, outlining the layout of tables, chairs, commercial kitchen, sound and lighting equipment, bar, dance floor and/or any other equipment or facilities which will be used during the event, both by the client and their subcontractor/s.

The client and each of their subcontractors shall supply a Health and Safety Policy to the Events Manager outlining the hazards created by the particular equipment supplied and measures for reducing or mitigating any effects of those hazards. The Events Manager will discuss the possible hazards arising from the particular equipment in use with the Client.

St Matthew in the City will supply a Supervisor for each event. The Supervisor will be either available on site, or be accessible by phone for the duration of the event. All Health and Safety matters which arise during an event must be reported to the Supervisor as soon as is practicable, and the Client must comply with all reasonable instructions given by the Supervisor.

Each client and subcontractor shall take particular care to ensure that their own equipment is fully supervised at all times and does not present a hazard to their own staff, or others working in the building at the same time.

Power and data cables lying on the floor of the church are to be affixed to the floor in a manner which is approved by the Events Manager.

Where alcohol is being served, the Concept of Host Responsibility must be applied by the Client. This concept must include policies and procedures for dealing with intoxicated persons during and after the event.

All spillages, breakages and damage to equipment are to be cleared up and removed immediately they occur, with suitable signage to warn users of the building if required to identify a wet or slippery surface.



EVACUATION PLAN AND PROCEDURES

Keep all of four exits in this building free:

- Two main doorways (Hobson Street) (Lighted Exit Signs)
- One at the SkyCity side halfway down the building (Wellesley Street) (Lighted Exit Sign)
- One exit downstairs at the back of the church (Federal Street)
(down the stairwell and at the bottom of the stairs, turn right. Look for the green exit signs).

In the event of an emergency we ask that you gather outside in the carpark on Hobson Street, at the side of the church.

When moving outside, please consider those among you who are not able to move quickly.

Keep calm and walk towards the exits without pushing, obeying the instructions of our safety wardens wearing HiViz vests, and/or staff at all times.

In the event of an earthquake – crouch, cover and hold.

Do not attempt to leave the building until the shaking has stopped.



EVACUATION PLAN AND PROCEDURES (CONT.)

For emergency services dial 111 and ask for the service you require:

FIRE AMBULANCE POLICE

Stay calm, give your name, details of the emergency, and street address:

187 Federal Street, Auckland Central

FIRE

If you discover a fire:

- Activate the alarm, then dial 111 and ask for the Fire Service
- Alert people in your area
- Do not extinguish the fire unless there is no personal danger to you or anyone else
- If time permits and there is no danger, close all doors and window
- Evacuate the building following the evacuation procedure or scheme
- After evacuation, meet at the assembly point – the carpark on Hobson Street, at the side of the church

If the fire alarm sounds:

- Walk quickly to your nearest exit
- Make sure any visitors leave the building with you
- Do not stop to take personal items with you
- Keep to the left of the stairs
- Meet at the assembly point – the carpark on Hobson Street, at the side of the church



EVENT BOOKING CONTRACT

NAME: _____
(Individual, Ltd Company or Incorporated Society)

CONTACT PERSON: _____

POSTAL ADDRESS: _____

CONTACT PHONE NUMBERS: _____

EMAIL: _____

DATE OF EVENT: _____

TIME PACK-IN TO COMMENCE: _____

EVENT START TIME: _____

TIME PACK-OUT TO BE COMPLETED: _____

DESCRIPTION OF EVENT: _____

NUMBER OF PEOPLE ATTENDING: _____

I / We have read and agree to the terms and conditions and understand my obligations in holding this event at St Matthew-in-the-City. I have full authority to enter into this agreement.

I / We have received notification outlining potential safety hazards at St Matthew-in-the-City and all of our staff and contractors have been made aware of these hazards.

I / We understand that full payment is due on receipt of the final invoice. I / We understand that I / we are responsible for any costs incurred or associated with the collection of any outstanding balances.

St Matthew-in-the-City reserves the right to request credit references from any party to this agreement.

Signed: _____ Name: _____

Title: _____ Date: _____

Thank you for your interest in using St Matthew's for your event!

ST MATTHEW-IN-THE-CITY

Health and Safety Hazard Identification

as at
5 May 2016

AREA	HAZARD	SIGNIFICANT		PRACTICABLE TO ELIMINATE		PRACTICABLE TO ISOLATE		ALL PRACTICABLE STEPS TO MINIMIZE		CONTROLS REQUIRED	PERSON RESPONSIBLE	DATE TO BE COMPLETED	COMPLETED (DATE AND INITIALS)
		Y	N	Y	N	Y	N	Y	N				
CARPARK	Broken glass	Y			N		N	Y		Regular sweeping by Wilsons, sweeping by church staff as reqd	Wilsons, STM staff	Ongoing	
	Traffic	Y			N		N	Y		Traffic confined to marked routes in and out, care by pedestrians and drivers	Wilsons, STM staff, drivers	Ongoing	
	Rubbish		N		N		N	Y		Regular sweeping by Wilsons, sweeping by church staff as reqd, larger items removed by Council	Wilsons, STM staff, Council	Ongoing	
	Obstacles	Y		Y		Y		Y		Obstacles removed by Wilsons or church staff, Mark with cones if required	Wilsons, STM staff	Ongoing	
	Residents / Mission Clients	Y			N		N	Y		Calm non threatening intervention strategies where possible, being wary of unpredictable people and situations, call 111 if necessary	STM Staff	Ongoing	
	Steps	Y			N		N	Y		Strong lighting at night, handrail provided, care on uneven surfaces	All users	Ongoing	
FRONT DOORS	Rough sleepers	Y			N		N	Y		Calm non threatening intervention strategies where possible, being wary of unpredictable people and situations, call 111 if necessary	STM Staff	Ongoing	
	Fingers in doors		N		N		N	Y		Supervision of young people around doors by caregivers	Caregivers	Ongoing	
	Drug dealers	Y			N		N	Y		Being wary of unpredictable people and situations, call 111 if necessary, calm non threatening intervention strategies where possible	STM Staff	Ongoing	
	Steps / lights	Y			N		N	Y		Lights on for evening events, care on steps	STM Staff, Users	Ongoing	
	Swinging doors	Y			N		N	Y		Supervision of young people around doors by caregivers, doors hooked back for large crowds	Caregivers, STM staff	Ongoing	
GALLERY	Stair case	Y			N		N	Y		Only able people permitted, strong lighting on stairs, supervision where possible	STM Staff	When in use	
	Low stone parapet	Y			N		N	Y		Prohibition on leaning over the balcony, supervision of children	STM Staff, caregivers	When in use	
NAVE	Open power sockets incl three-phase ones	Y			N		N	Y		Metal covers, Plastic socket covers as required, Supervision of children	STM Staff, caregivers	Ongoing	
	Stacked chairs	Y			N		N	Y		Chairs stacked no more than 8 high, behind barriers, move with trolley	STM Staff	As required	
										No playing around stacked chairs	Caregivers, STM Staff	Ongoing	
	Sound control box	Y			N		N	Y		Box locked, only keyholders have access, gear switched off when not in use	STM Staff	When in use	
	Pews	Y			N		N	Y		Only to be moved by trained staff with trolleys	STM Staff	As required	
Centre aisle carpet	Y			N		N	Y		Only to be moved by trained staff; trip hazard to be noted by all users	STM Staff	As required		
KITCHEN	Hot water cylinder	Y			N		N	Y		Use platform when filling kettle, care when using hot water	STM Staff, Volunteers, Users	Ongoing	
	Spillages on floor	Y			N		N	Y		Wipe or mop immediately; isolate area if required	STM Staff, Volunteers, Users	Ongoing	
	Chemicals under sink	Y			N		N	Y		Ensure containers sealed, Call 111 if ingested	STM Staff, Volunteers, Users	Ongoing	
	Electrical equipment	Y			N		N	Y		Keep away from water, no touching when in use	STM Staff, Volunteers, Users	Ongoing	
	Power sockets	Y			N		N	Y		Plastic socket covers as required, supervision of children	STM Staff, Volunteers, Users	Ongoing	

SACRISTY	Hot water tap	Y			N		N	Y	Care when using hot water	STM Staff, Volunteers	When in use	
	Chemicals under sink	Y			N		N	Y	Ensure containers sealed, Call 111 if ingested	STM Staff, Volunteers	When in use	
	Power sockets	Y			N		N	Y	Plastic socket covers as required, supervision of children	STM Staff, Volunteers	When in use	
TOILET	Hot water	Y			N		N	Y	Care when using hot water	STM Staff, Volunteers, Users	When in use	
	Spillages on floor	Y			N		N	Y	Wipe or mop immediately; isolate area if required	STM Staff, Volunteers, Users	Ongoing	
SANCTUARY	Narrow steps	Y			N		N	Y	Care by all users	STM Staff, Volunteers, Users	Ongoing	
	Hot halogen lights	Y			N		N	Y	Care when passing lights	STM Staff, Volunteers, Users	Ongoing	
	Three phase power sockets x 2	Y			N		N	Y	Plastic socket covers as required, supervision of children	STM Staff, Volunteers, Users	Ongoing	
STORAGE AREA	Extension ladders	Y			N		N	Y	No access except authorised persons, two people to carry ladder	STM Staff	As required	
	Orchestra risers	Y			N		N	Y	No access except authorised persons, two people to lift risers	STM Staff, SMCO	As required	
SOUTH AISLE	Step in front of St Thomas' Chapel	Y			N		N	Y	Care by all users	STM Staff, Volunteers, Users	Ongoing	
NORTH AISLE	Heavy grand piano	Y			N		N	Y	Only moved using special equipment and 6 people	STM Staff, Volunteers	As required	
	Heavy up-right piano	Y			N		N	Y	Only moved using special equipment and 3 people	STM Staff, Volunteers	As required	
	Children area carpet	Y			N		N	Y	Trip hazard when curling; care by all users	STM Staff, Volunteers, Users	Ongoing	
PEACE CHAPEL	Candles	Y			N		N	Y	Only to be lit by adults or supervised children, blow out if knocked over, Blow out at night	STM Staff, Volunteers, Users	Ongoing	
ORGAN CONSOLE	Loose cables	Y			N		N	Y	Avoid unplugging (signage in place), beware loose cables	STM Staff, Volunteers, Users	Ongoing	
	Exposed pedals	Y			N		N	Y	Avoid sitting or contact with pedals	STM Staff, Volunteers, Users	Ongoing	
BELLTOWER	Narrow staircase	Y			N		N	Y	Adequate lighting, rope support, never 1 person alone, escape by ceiling hatch in emergency.	STM Staff, Volunteers	As required	
	Poor communication	Y			N		N	Y	Discussion with bellringers before event, cellphones	STM Staff, Volunteers	As required	
DOWNSTAIRS	Staircase	Y			N		N	Y	Good lighting, anti slip paint, use handrail, care	STM Staff, Volunteers, Users	Ongoing	
	Kitchen	Y			N		N	Y	Care when using hot water	STM Staff, Volunteers, Users	Ongoing	
	Spillages on floor								Wipe or mop immediately; isolate area if required			
BATHROOMS	Hot water	Y			N		N	Y	Care when using hot water	STM Staff, Volunteers, Users	When in use	
	Spillages on floor	Y			N		N	Y	Wipe or mop immediately; isolate area if required	STM Staff, Volunteers, Users	Ongoing	
SWINGING Glass Door	Fingers in doors			N		N	N	Y	Supervision of young people around doors by caregivers	Caregivers	Ongoing	
	Noise reduction			N		N	N	Y	Pull to during quiet service	STM Staff, Volunteers, Users	When in use	
EVENTS	AV equipment	Y			N		N	Y	Use trolleys for moving heavy gear, care of the internal doors, cables secured to floor	Clients, contractors, users, STM Supervisor	When in use	
	Dinner equipment	Y			N		N	Y	Drap off non access areas as appropriate, care of hot equipment, management of catering	Clients, contractors, users, STM Supervisor	When in use	
	Kitchen equipment	Y			N		N	Y	Staff, host responsibility for guests, alcohol management, clean spills quickly	Clients, contractors, users, STM Supervisor	When in use	
									Copy of "Health and Safety Policy", "Evacuation Plan and Procedures", "Health and Safety Hazard Identification" given to all clients	STM Events Manager	Ongoing	

ORGAN GALLERY	Staircase	Y			N		N	Y		Strictly only Authorised access. Warning sign. Care to be taken.	STM Staff, contractors	As required	
	Organ Pipes and Equipment	Y			N		N	Y		Strictly only Authorised access though organ pipes. Warning sign	STM Staff, contractors	As required	

PEDALWELL	Step down to Pedalwell	Y			N		N	Y		Authorised persons only, Warning sign , care to be taken	STM Staff, contractors	As required	
	Low wooden trunking	Y			N		N	Y		Authorised persons only, Warning sign , care to be taken	STM Staff, contractors	As required	

GARDEN SHED / BLOWER ROOM	Blower motor	Y			N		N	Y		Authorised persons only, Warning sign , care to be taken, not to be entered when motor on	STM Staff, contractors	As required	
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BUILDING WOF	Access clear, emergency lighting									Business manager to review checklist and sign off	Business Manager	Monthly	
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CHECKLIST													
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CHAPEL

ST MATTHEW-IN-THE-CITY

ALTAR

CATERING KITCHEN

CHANCEL

CHAPEL

KITCHEN

NORTH SIDE

NAVE

SOUTH SIDE

Outside power sockets

E ethernet socket

● standard power socket

◀ 3-phase power socket

▬ pews

🔥 fire extinguisher

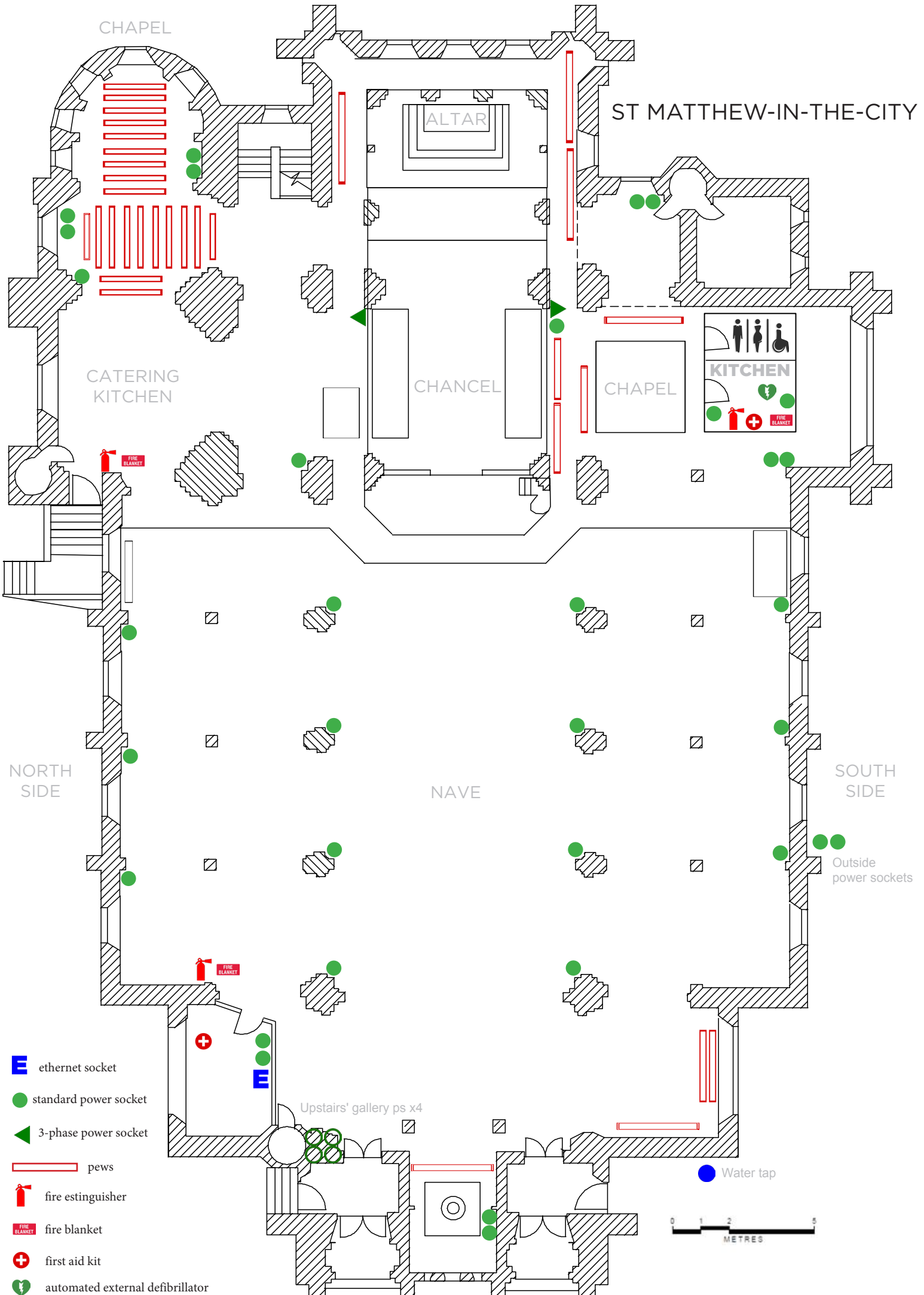
🧯 fire blanket

⊕ first aid kit

👤 automated external defibrillator

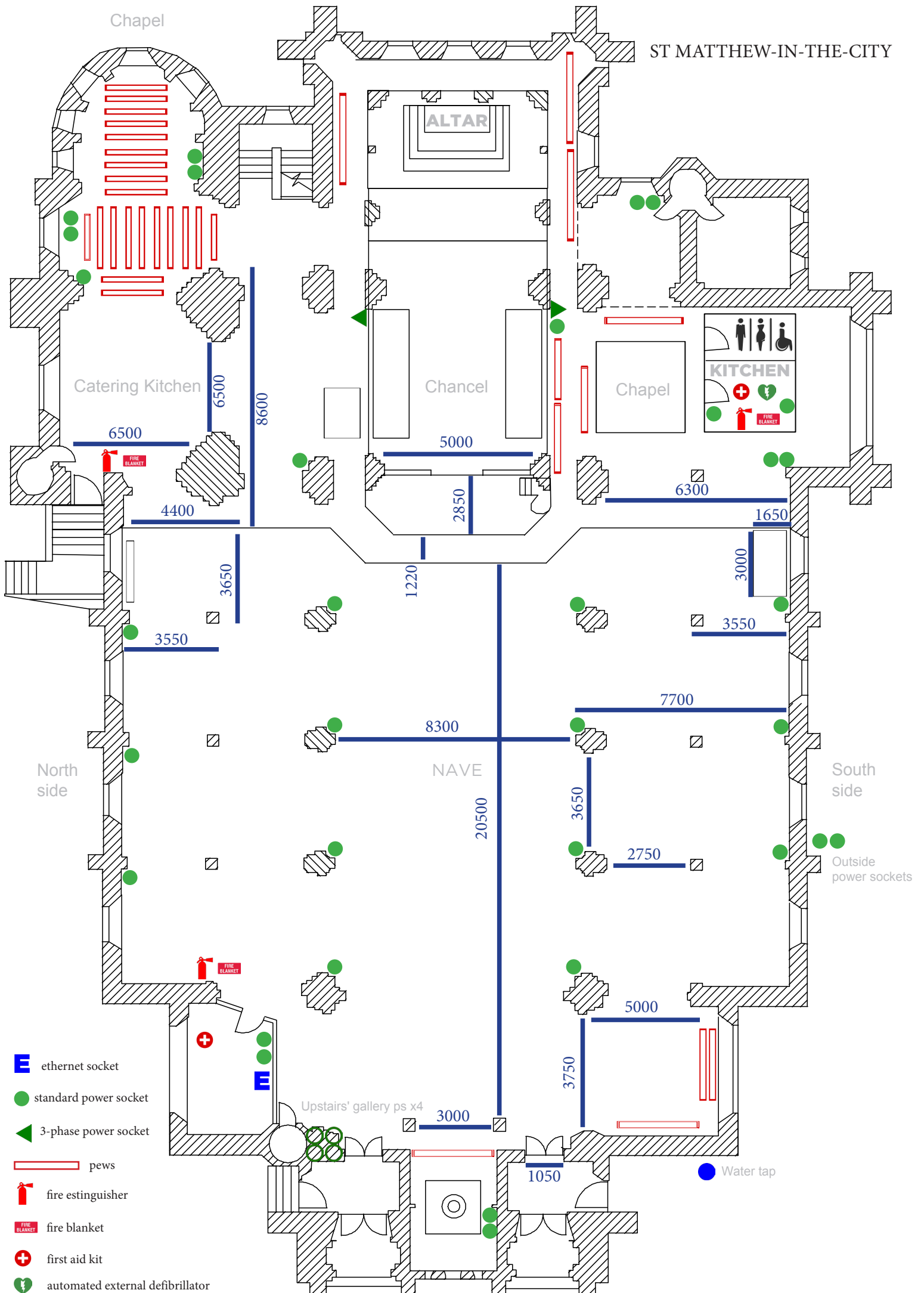
Upstairs' gallery ps x4

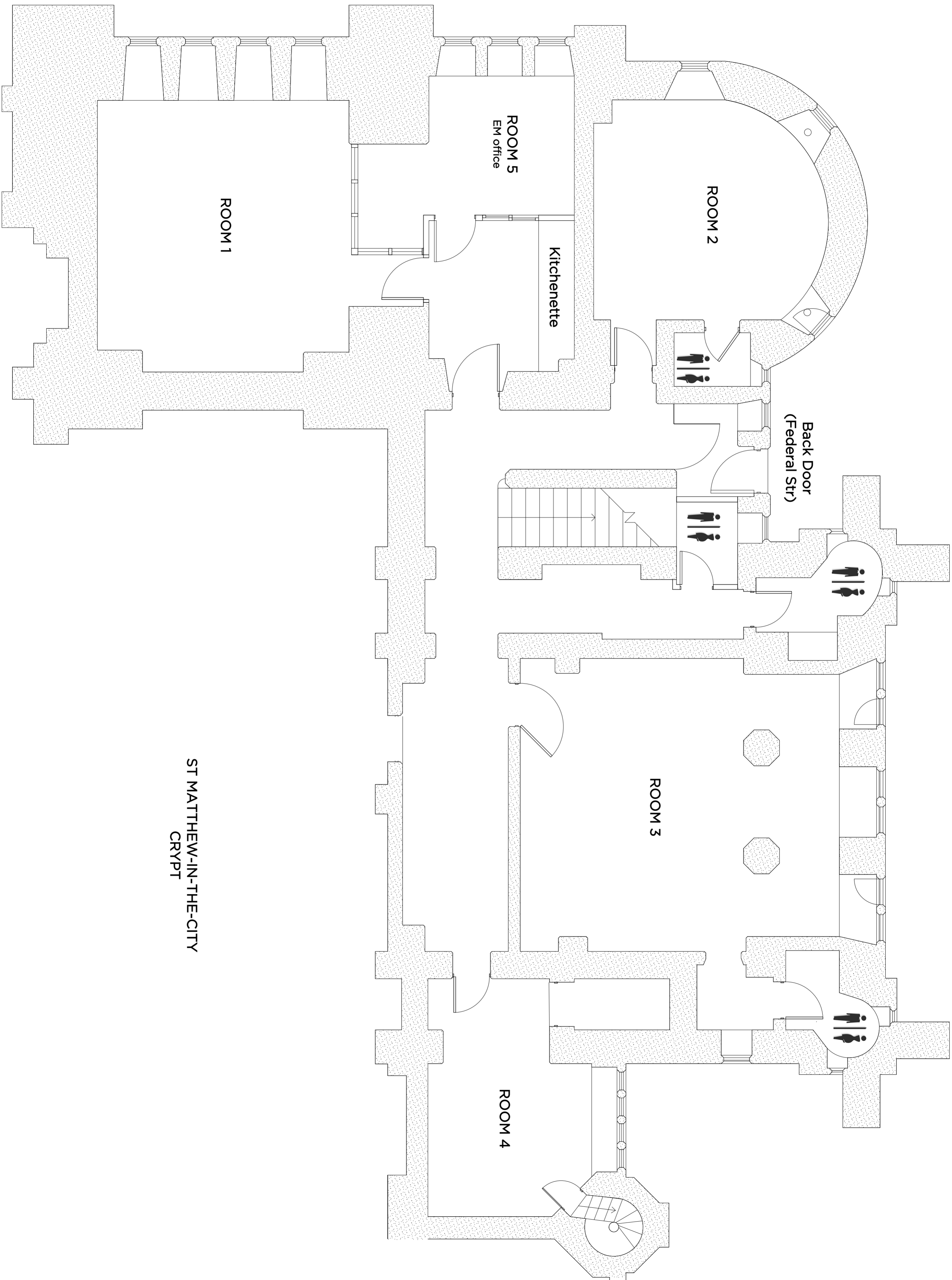
● Water tap



Chapel

ST MATTHEW-IN-THE-CITY





ST MATTHEW-IN-THE-CITY
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