



Dalpark NG Kerk

Gevestig in Jesus: Sy volmaakte karakter & sy voltooide werk!

H/V Boekenhout- en Magnoliastr, Brakpan (Koördinate: S26°15.174' E028°19.670')
Posbus 3061, Dalview, 1544, Tel: 011 915 1858, Faks: 011 915 30 47
E-pos: ngdalpark@gmail.com , Webtuiste: www.dalpark.co.za

Regulations regarding the hiring of Dalpark facilities

1. Basic hiring costs

	<u>Hire</u>	<u>+</u>	<u>Deposit</u>	<u>+</u>	<u>Unlocking/locking</u>
Hall					
Dalpark members	R300	+	R1000.00	+	R300
Non-members & organizations	R1500	+	R1000.00	+	R300
Lobby (at entrance of hall)					
Dalpark members	R150	+	R1000.00	+	R300
Non-members	R700	+	R1000.00	+	R300
Church					
Dalpark members	R0	+	R200	+	R300
Non-members	R250	+	R500	+	R300

Please note:

- The hiring out of the hall, is cheaper for our members because we want to accommodate our members who may want to celebrate a birthday or a wedding. If a member however, is planning to use the facilities for a work function or to generate funds for own his/her own benefit, the standard tariff of R1500 is applicable.
- If the hiring of the hall is intended to raise funds for a welfare organization, this must please be communicated on the reservation form. It is possible that discount can be given in certain cases.
- To prevent people from joining the Church, just in order to hire the hall at a discounted amount, the hall will not be hired out to any member (at the discounted amount), if the person has not been an active member for at least 2 years.

2. The hiring costs includes the following:

If the hall is hired, you automatically have access to the lobby, kitchen and toilets.

You may also use rectangular steel tables and/or round wooden tables, as well as chairs.

NB: If any appliances in the kitchen is to be used (i.e. to keep food hot), care must be taken to ensure that everything is switched off after use.

Any faults / breakages must be reported without delay.

Care must be taken that no food, coffee grounds, tea leaves etc is spilled in the wash-basin. It must be disposed of in the refuse bin.

3. Deposits and other payments

Deposits must please be paid in cash, one month before the actual reservation date, otherwise the reservation is considered cancelled.

On the first working day after the function, the deposit will be paid back – **but only if the facilities were neat and tidy without any damages** – after the function.

4. Cleaning after a function

The hirer is responsible for the cleaning of the facilities after the function. The kitchen, kitchen tops, tables and floors needs to be mopped, because the facilities will be used again on Sunday. If tables were used, it needs to be placed back on the trolleys, and the chairs must be stacked up in piles of 8.

If the hall is hired for a Saturday, the hirer is responsible to place the chairs in their positions for the Sunday's Youth service. All refuse must be placed in refuse bags after the function, and the terrain is to be left neat and tidy. Please understand that your deposit can be forfeited and future reservations rejected, if the facilities were not found neat and tidy.

5. Rules of respect

As a congregation we are concerned that the community where we work in, might take offence if people on our church grounds does not behave in a considerate manner. They might make the wrong assumption, that anybody on the church grounds (hirers of facilities included), behaves with the approval of our church. As you can expect, this can have a tremendous negative effect on our church's testimony in our community!

For this reason, the facilities will only be hired out if the hirer can assure the church that no behaviour will be inconsiderate to the community, or to the disadvantage of the community. For instance, because we have no control over the amount of alcohol that is used at a function, a cash bar that sells alcohol is prohibited. To accommodate the hirer, wine and champagne may be used, but no strong alcohol. Drunk people on our church grounds can seriously jeopardise our testimony! Smoking on our premises is unfortunately prohibited as well, for the same reason as above.

As long as dancing is discreet and considerate, you may dance. The music however may not be loud and inconsiderate to our neighbours. For our neighbours sake, the function must be finished by 23:00.

6. Sound Equipment

The Church's sound equipment will only be hired out, if the church's own sound operator is available for the date the hirer requests. If unavailable, the hirer needs to arrange his/her own sound equipment. The cost for the sound operator is R600 (**0-5 hours duration**), and this includes the hiring of the equipment. The R600 is payable at the church office.

The hirer is responsible to contact the sound operators, and book the requested date with them:
Barry van Wyk - 011 915-3567/ 084 701 6591
Adam Barnard - 0844777888
Johan Van Tonder - 0782848481

7. Things not included in the hiring of the facilities

The following is not included:

- No cutlery
- No kitchen equipment (appliances may only be used to keep food hot)
- No table cloths
- The upper Children's rooms
- No moveable equipment

Please note: As we had a lot of damage in the past, the hirer is responsible to bring their own handcloths and toiletpaper for the toilets.

8. Supervision and unlocking/locking the facilities

Please note that the supervisor is Mike Panayotou **0723391754**, and the hirer needs to contact him (regarding the unlocking/locking of the facilities) when the booking & deposit is made. If the hall needs to be unlocked in advance to prepare for a function, an **additional R300 is payable** for the supervisor.



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Reservation form for the hiring of Dalpark Church facilities

Please complete the following form and submit it **with your deposit** at the church office.
(Hours: 08:00-16:00; Monday-Friday)

Application to reserve the use of Dalpark Church facilities:

I the undersigned hereby submit my application for the hiring of Dalpark Church facilities:

Name & Surname:
Tel number (Home):
Tel number (Work):
Cellphone:
E-mail:
Your physical adres:
Required date of use:
Purpose:

Are you a member of Dalpark Dutch Reformed Church? Yes No

Total amount payable:

Hire	+	Deposit	+	Un-/locking	+	Sound Operator
R.....		R.....		R.....		R.....

I understand the above hiring agreement, and submit myself to the above contract as stipulated in points 1-8 of this document.

.....
Signature

.....
Date

Confirmation of the reservation of Dalpark Church facilities

This is a confirmation that the Church / Hall / Lobby is reserved for a function of (name and surname)
The facilities will be available for use from (date and time).....
until (date and time)
The total amount payable is:
The date for the final payment is:
The deposit of R..... was received by the following staff member

.....
Staff member's signature

.....
Date