



Agreement for Use of Futuna Chapel

Description of Event

Include number of people, what level of noise is anticipated, any equipment being brought to Futuna etc.

Your Connection with Futuna

i.e. why do you wish to hold your event at Futuna Chapel?

Date and Time of Use of Chapel

Include any access required for preparation before, or clean up afterwards.

Date: _____ Times: _____ Purpose: _____

Date: _____ Times: _____ Purpose: _____

Date: _____ Times: _____ Purpose: _____

Contact Name and Details

Include contact person, company name, address, and phone. Also include the name and cellphone of a person attending the event who can be contacted in event of any problems at the time, and will be responsible for meeting the conditions of hireage.

Koha

Give details of koha, and if a deposit is required. Direct debit payments can be made to:

ANZ Bank, Lambton Quay, Wellington

Account name: **Friends of Futuna Charitable Trust**

Account number: **06 0581 0136554 00**

TOTAL KOHA (INCLUDING GST)	DATE AGREED	DEPOSIT	DATE AGREED

Declaration

I have read the attached sheets giving information about the conditions and facilities at Futuna Chapel. In particular, I note and agree to the restrictions on noise due to the adjacent houses, and that road access for the residents will not be blocked, and that no vehicles will be parked on the site.

I acknowledge that I am responsible for the security and care of Futuna Chapel during my event, and event preparation.

SIGNATURE

PRINT NAME, AND CONTACT NUMBER

AGREEMENT SIGNED ON BEHALF OF FRIENDS OF FUTUNA TRUST

EVENT CONTACT PERSON ON BEHALF OF FRIENDS OF FUTUNA TRUST



Conditions for Chapel Use

The Purpose of the Chapel

In 2006, when the Chapel was purchased by the Trust, a resolution was negotiated and passed by the Futuna Residents Association to address the use and terms of use of the Chapel.

The following 5 points form the basis of that resolution and understanding:

1. To maintain the existing Chapel as a historic building open to view by members of the public.
2. To hold musical and artistic performances in keeping with the nature of the building.
3. To conduct lectures and exhibitions
4. To conduct religious services
5. To conduct such other events and activities as the Committee of the Futuna Resident's Association Incorporated may from time to time permit in writing on such conditions as the Association determines.

General Awareness

- The Chapel is in a residential area so noise limits set by the WCC in the District Plan apply.
- No particularly loud music is permitted due to proximity of residential neighbours.

Performances/Recording

- All performances are to take place between 10am and 5:00pm. Extensions of the times can be granted with specific permission on a case by case basis.
- A trustee or Trust representative will always be in attendance during performances.

Rehearsals

- Only rehearsals for performances to be held in the Chapel are permitted.
- Rehearsals allowed between 10am to 5pm.
- Session length limited to 2 hours.
- As the Chapel is in a residential area noise limits from the WCC District Plan are to be strictly adhered to.
- In addition, and given the residential area the Chapel shares, the Trust is mindful of its neighbours with respect to particularly loud forms and types of music. Therefore loud music is not permitted.

Additional General Conditions

- Venue hirers to provide a program of the event which can be linked/added to the Trust website.
- No furniture is to be moved and nothing attached to furniture, walls or altars. Any performance related temporary changes that venue hirers want to make to the Chapel's interior are to be cleared with the Trust in advance. It is the hirers responsibility to ensure that the Chapel is left in the condition it was prior to the use of the Chapel interior.
- The COVID poster is to remain in place at all times for access by all visitors/users of the Chapel.
- Arrangements for opening up and closing the Chapel are to be made in advance with the Trust representatives on site (David and Hannah Dowsett 021 661 404). A minimum of 48 hours notice is required.
- A trustee or Trust representative will not need to be in attendance for rehearsals and/or recordings.
- No on-site parking available. All parking must be in Friend Street.
- All Covid-related health and safety requirements in place at the time of the event are to be met.

I have read and understood these conditions.

VENUE USER INITIALS HERE