



VENUE HIRE & CATERING PACKAGES

**THANK YOU FOR YOUR ENQUIRY INTO THE USE
OF THE CHS LIFE CENTRE TO HOST YOUR
SEMINAR, TEACHING SESSION OR EVENT.**

The CHS Life Centre is a hub for community involvement and growth. Our mission is to bring people together and work towards a healthier and more connected community.

Guided by our Christian values and ethos, we ask those hiring our facilities to be respectful of our guiding principles and reserve the right to turn down bookings which may be in conflict with these.

The CHS Life Centre Management Team



TERMS & CONDITIONS

FOR HIRING OF VENUE SPACES

A. Indemnity

1. The hirer is responsible for the safety and well-being of itself and all its group participants and their possessions, and the hirer hereby indemnifies the CHS Life Centre against any loss, damage or claim in respect of itself and its group participants, howsoever arising.

B. Usage

1. The hirer may only use the CHS Life Centre for the purpose/event/activity described in this agreement.
2. The hirer is required to remain in the room/areas specified in this agreement, and the hirer is responsible for keeping group participants confined to those areas. Should the hirer be using the property outside of normal office hours when the CHS Life Centre staff are not in attendance, the hirer shall ensure that the main entrance to the building is closed securely and that it remains so throughout the time that the hirer is in the building.
3. All activities and events in the CHS Life Centre must be in compliance with municipal, provincial and other laws, and the hirer shall not bring onto the property (or permit the bringing onto the property) of any item or permit any activity on the property, which is in contravention of such laws.
4. Fire Regulations: all persons using the CHS Life Centre must familiarise themselves with the CHS Life Centre evacuation plan posted by the reception desk, and all exits and driveways must be kept free from obstruction in case of fire.
5. In the event that the activities to be carried out at the CHS Life Centre involve some form of physical activity (e.g., dancing, gymnastics etc.), the hirer will ensure that all its group participants (or, in the case of minors, the person's parent/guardian) have signed an indemnity form in respect of any injury or loss that may be sustained. If requested by the CHS Life Centre, the hirer will provide the CHS Life Centre with proof thereof.
6. The lift is only permitted for use as intended and may not be used by children except when under the supervision of adults.
7. No smoking is permitted on the property, other than in specific areas that the CHS Life Centre may determine.
8. No firearms or weapons are permitted on the property.
9. The use of drugs on the property is strictly prohibited.
10. The consumption of alcoholic beverages is only allowed for specific events/functions, which must be approved by the CHS Life Centre in advance. The sale of alcoholic beverages is prohibited.
11. If the hirer intends to play loud music, this should be discussed and agreed upon with CHS Life Centre in advance so as to agree on the arrangement and hours. All events must cease latest by 10:00 pm.
12. The kitchen (if included in the area hired) and other areas used are to be left clean. In the event that the property is left by the hirer in a state that CHS Life Centre considers in its sole discretion to be unsatisfactory, the CHS Life Centre may charge the hirer an additional amount for cleaning and will be taken off the deposit.

The hirer is responsible for the set-up and breakdown of all the CHS Life Centre tables and chairs used at the hirer's event/function, in the event that the use of these items is agreed upon in terms of this agreement. All Life Centre furniture shall be

13. placed back in its original position unless prior arrangements have been made with the CHS Life Centre, and all keys to the building shall be returned to the CHS Life Centre in the manner/time advised by the CHS Life Centre. All decorations, staging and equipment brought in by the hirer must be broken down and removed immediately following the event/function unless prior arrangements have been made with CHS Life Centre.
14. Any personal property of the hirer or its group participants that are left at the Life Centre premises shall be at the hirer's sole risk and shall not be the responsibility of the CHS Life Centre.
15. Any damage to or loss of property at the CHS Life Centre (including the lift and any other items on the property) caused by the hirer or any of its group participants shall be the responsibility of and will be charged to the hirer by the CHS Life Centre and taken out of the deposit and charged if extra.
16. Times are to be strictly adhered to so as not to inconvenience others. The hirer shall ensure that all persons do not enter the venue prior to the agreed hire start time and have vacated the meeting room by the agreed finishing time, as stated on the booking form, If not there will be an additional charge of R750.
17. No food or beverages are permitted in the Prayer Room.
18. Nails, screws or adhesive materials (such as glue or sticky tape) must not be used to fix items to the walls, furniture or fixtures. Damage to the facility caused by such factors may result in additional fees being charged.
19. It is the hirer's responsibility to inform all persons at the commencement of the hire period where the exit points to the building and the emergency areas are. In the case of an emergency, the hirer is to direct the users to these areas and report to the CHS Life Centre officer on duty.
20. It is the responsibility of the hirer to ensure that children attending their event are always supervised by adults.
21. Accidents and/or hazards including spills must be immediately reported to a CHS Life Centre staff member.
22. Equipment must not be removed from the premises. All care must be taken when using the equipment.
23. No heating or cooling equipment shall be brought onto or used upon the premises.
24. If you require the data projector and are unfamiliar with how to use the system, please arrange a time to come in during business hours to learn about our system.

C. Hire Period and Fees

1. For Large bookings a deposit fee will be charged to cover any extra use of facility, breakages or cleaning if required.
2. The deposit is refundable after the event if no costs are accrued.
3. Regular bookings will be for a maximum period of 12 months and not be automatically renewed unless the CHS Life Centre or the hirer gives notice of its intention to renew the regular room booking at least three months before the expiry date.
4. Charges for facility hire are calculated according to the CHS Life Centre fees and charges schedule which are current for each financial year.
5. Confirmation of a booking will be emailed within five working days of receipt from the CHS Life Centre reception or management.
6. CHS Life Centre has the right to set out special conditions and hire fees for any activities or functions not covered in the current CHS Life Centre charges schedule.
7. The hire fee may be forfeited if any of the Terms & Conditions are breached. It is the hirer's responsibility to ensure all participants observe the Terms & Conditions of use.
8. Cancellations must be submitted in writing before the proposed date of the event. Bookings cancelled within 5 working days of the scheduled booking will incur a cancellation fee equivalent to two hours of hire, as per the Terms & Conditions.
9. If a booking is cancelled due to unforeseen circumstances, then, upon written application, stating the reasons, within seven days after the event, the CHS Life Centre will consider refunding the fee paid, less the cancellation fee, as per the CHS Life Centre charges schedule.
10. Please note that in order to secure your booking, we require 50% of the charges to be paid upon issuance of an invoice to the hirer by the CHS Life Centre after acceptance of the booking request. The balance should be settled before the day of your event and a POP sent to our accounts department reception@chscapetown.org. The CHS Life Centre reserves the right in its sole discretion to require the hirer to pay an additional deposit amount as security for any possible damages or charges

D. Cancellation by CHS Life Centre

1. The CHS Life Centre reserves the right to cancel any single booking at its own discretion. The CHS Life Centre undertakes that this will only be done in exceptional circumstances and that it will use its best endeavours to provide as much notice as possible to the hirer.

Note: St Johns Property Management PTY Ltd (SJPM) is the managing partner of the CHS Life Centre and SJPM was established to advance the promotion and practice of Christianity, worship, witness, missional activity, Christian teaching and community service, based on the belief in God, and the Life Centre has been developed to serve the community, young and old, across cultures, from church congregants, ministry and outreach participants, representatives from local schools, community support networks and NGOs, as well as neighbours and local leaders. SJPM expects all parties renting space in the CHS Life Centre to be aligned with and supportive of the vision of the CHS Life Centre and to subscribe to its core values.



HEALTH & SAFETY

WE ARE MAKING AN EXTRA EFFORT TO PROVIDE A SAFE PLACE FOR YOU TO PLAY, GROW, WORK AND SHARE.

Here at the CHS Life Centre, we have been reviewing all of our safety measures, because your health and safety is important to us!

In return, we ask for your cooperation with a few small things.

1. Have you noticed the safety and evacuation maps in the centre? Please familiarise yourself with them next time you are here, because when the fire has started there will be no time to stop and read. In the event of a fire, you may be required to safely evacuate the room you have hired at CHS Life Centre. Make sure you are ready to take charge and make this happen in a safe and orderly way.
2. Fire Extinguishers, hoses and exits as well as any other safety equipment, must always be kept clear and accessible. This means no furniture, equipment or obstacles in doorways, a clear path of around 2m around the fire hose, and a clear pathway for all occupants of your room to exit if required. Think of this as you set up your room and plan your activities.
3. What would you do in a medical emergency? We have a trained first aid officer and first aid equipment available. Always ask a CHS Life Centre team member for help in a medical emergency.
4. We are legally obliged to do occasional evacuation drills. Although we will try to minimise the impact of this on your operations, you may be disrupted at some stage for an evacuation drill. We require your participation if you are in the centre at the time of a fire drill, and thank you for your co-operation.
5. While you are using the facilities at CHS Life Centre if you see any hazards, any danger, or any problems while you are here please report them to us at reception.

We appreciate your ongoing support and thank you for your cooperation in making CHS Life Centre a safe and healthy centre for all our guests and clients.

