

2025 Facility Hire Agreement Chapel

The Kristin Chapel is a peaceful and sacred place that is open to the school community during the day for quiet reflection. It is a place for belonging, and an authentic space where the various backgrounds and beliefs of each one of us will be respected.

Booking Details				
Contact name				
Email address				
Mobile number				
Invoice address				
Event (wedding, baptism, funeral, other)				
Period of Hire				
Date required				
Time required				
Pre-ceremony practice (date and time)				
Officiating Minister				
Name				
Title				
Email address				
Mobile number				
Costs				
Prices exclude GST	Wedding	Baptism	Funeral	Other
No association with the School	\$1,100.00	\$800.00	\$800.00	\$800.00
Past and present students of the School	\$800.00			
Past and present teachers of the School	\$800.00			
Past students, past and present teachers of the School		\$500.00	\$400.00	\$400.00
Please state your association with the School				
DVDs/slideshows – please contact Maggie Cross to discuss				

If the venue is available, and your application is accepted, a confirmation email will be sent to confirm your booking.

Conditions of Hire

PLEASE NOTE

Kristin School (the School).

Full details of the officiating Minister, JP, Marriage Celebrant must be given to the Operations Manager at the time of the booking confirmation.

Confetti or rice is not to be thrown within the Kristin School grounds.

There are 27 pews which seat four adults comfortably so seating for 208. Furniture in the Chapel is not to be removed.

THE FEE COVERS THE FOLLOWING

Time for decorating on the day of the ceremony.

Time for tidying up after the ceremony and removing decorations.

Cleaning of the Chapel both prior to and after the ceremony by the School.

The School will ensure the grounds around the Chapel are of a high standard.

The School will supply parking for the wedding guests inside the school grounds.

The School will supply the school grounds for photo opportunities.

The School will supply the sound system that is set up in the Chapel – piped music from a CD player.

The School will supply a microphone that is set up at the lectern.

The ability to project DVDs/slideshows (laptop to be provided by the hirer) could also be provided at an extra cost. Please contact Maggie Cross to discuss.

PAYMENT

Payments to be made to the Kristin School bank account 03-1322-0696922-000.

Please include your name and Chapel as a reference.

By signing this agreement, the hirer agrees that he/she has familiarised himself/herself with the conditions of hire, safety and evacuation procedures and agrees to comply with these.

The School reserves the right to cancel the agreement if the above conditions are not met by the hirer.

Signed: _____
(Hirer)

Date: _____

Name: _____
(Please print)

Please sign, retain a copy and return a second copy to Maggie Cross

Email: mcross@kristin.school.nz