

## **Terms and conditions**

1. You are in Christian environment and we require that you comply with Christian values and respect the House of God. eg No smoking, No Alcohol, No use of foul language, No Secular Music, No immorality etc.
2. Apply in writing using the letter head of your company for facilities bookings at least two weeks in advance and disclose number of people attending meeting (s).
3. Comply with the security requirements and regulations of the church.
4. Get approval from the facility Manager and pay 50% deposit for booking the room. Balance to be paid two weeks before the use of the facility. In Case the meeting is urgent and the space is available, booking to be done with full payment.
5. Payment to be done in any of the following ways:
  - i. Cheque payable to **ST. ANDREW'S CHURCH**
  - ii. Lipa Na Mpesa Till No. **572653**
  - iii. Direct bank deposit to Co-op Bank, University Way Branch Account No. **01128083612700**
  - iv. VISA Card

## **NOTE: CASH PAYMENT NOT ACCEPTED**

6. Comply with the NEMA laws. Do not disturb other meetings/groups with loud music or activities
7. Do not litter. Garbage bins are available outside each area of the facilities.
8. Do not step on chairs or walls.
9. The visitors should not loiter in the compound but be confined to the facility booked.
10. Have first Aid workers ready for groups above 300pax.

- 11. Disclose parking requirements in advance to facilitate arrangements.
- 12. All evening meetings end at 7:30 pm
- 13. Cancellation should be done in writing.
- 14. No deposit will be refunded if cancellation is not done within two days to the date when the facilities will be required and upon receipt of the cancellation notice.

I agree to the terms and conditions stated above

**Signature of applicant**.....