



Terms and Conditions of Hire

These terms have been developed to help answer any of questions you may have regarding the use of the Community House and give an overview of the established procedures.

Payment & Refund

Bond Payment: A \$100 Bond to be paid to confirm the booking. Bond can be paid by cash, eftpos or direct credit – ASB Bank - 12:3051:0555069:00 - *Please include your name and booking date as reference.*

Rental Fee: Please make an appointment prior to collecting the keys & paying the fee. Payment for room hire must be made in full prior to the day of hire.

Bond Refund: Bond will be refunded once keys are returned along with your copy of the agreement and receipt. Once your refund is processed your copy of the agreement and refund details will be posted to the address provided.

Keys & Security

It is the Users responsibility to keep the building secure at all times. Each group is responsible for the keys and PIN code for the alarm they have been issued and cannot be given to any other person. If the key is lost please report it straight away to the manager. A fee of \$25 will be charged for lost keys. If your group activates the alarm & a security guard is dispatched the cost of this will be the Users responsibility. When leaving please check all doors & windows are locked, all lights, heaters & stove are switched off, check toilets, set the alarm & lock main gate at the driveway.

Cancellation

The Community House reserves the right to charge a fee of 25% of the bond if the booking is cancelled within 15 working days of the booking date, 50% if cancelled within 10 working days and 100% if cancelled within 5 working days of the booking date.

Equipment

No items belonging to the Community House is to be removed from this facility without prior arrangement with the Manager and Management Committee. All items used must be returned to its designated storage area in a safe and tidy manner.

Environment

Children - Children must be supervised at all times by a responsible adult.

Animals – No animals are allowed in the Community House with the exception of working dogs i.e. hearing, seeing etc

Smoking – The Community House is a smoke-free environment. Smokers must go outside if they wish to smoke & place butts in rubbish bins safely.

Alcohol – strictly no alcohol is permitted on the premises

Music – any amplified music/equipment to be used on the premises.

Time – Please vacate the Community House at the designated time as there maybe groups using the facility after you.

Car parking – Please ensure all vehicles belonging to your group **do not** park in any of the “NP” yellow lined areas

Venue hired is the footprint of the Community House which includes the small fenced playground. If you wish to book an area of the park, please contact Auckland Council on 09 301 0101

Emergency & Evacuation Procedures

Instructions for emergency procedures are displayed in all common areas. Please make yourself familiar with them.

First Aid Kit

Each User is responsible for providing First Aid assistance if required. The First Aid kit can be found in the kitchen. All accidents/injuries must be reported in the Accident Register book, which is kept in the First Aid box

Cleaning

Cleaning Equipment can be found in the cupboard (outside the managers Office). Cleaning Products can be found on the shelf in the accessible toilet. Wipe benches, microwave & stove after each use. Dishes stacked in the dishwasher & turned on if the tray is full. Please ensure the carpeted areas are vacuumed, the toilets, floors & deck have been cleaned.

Damages

In the event of damage occurring please report to the Manager a.s.a.p. Cost incurred through wilful damage or damage caused through inappropriate use of the facility or its content will be responsibility of the Use. If damage is not reported then the User will be held liable for the cost of repairs.

An Emergency Checklist is provided with this agreement.

Initials _____