

Conditions of Hire

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Relates to quote/inv #:

1. All groups must have a nominated contact person for the group for duration of the hire.
2. Booking times must include set up / break down and allow for user groups to leave facility in a satisfactory condition.
3. All equipment used must be returned to correct position at end of hire period. No facility contents may be removed from the premises.
4. Church Sound / TV equipment may be used but no system settings are to be changed.
5. The kitchen facilities can be hired at an additional cost. Unless the kitchen area has been hired, it is to remain strictly out of bounds.
6. Activities must be confined to the area hired and hirers must be courteous to and considerate of other groups using the facilities.
7. Facility personnel reserve the right to determine unacceptable behaviour of individual(s) while on the premises with the right to request an offender to leave, or if necessary, cancel a booking.
8. Hirers shall agree to hold the facilities fully harmless and indemnified against any and all suits, damages, claims, causes or actions which may arise out of use of the described property.
9. Manager or nominees will have right of entry at all times.
10. Any application to hire may be refused or cancelled without assigning any reason.
11. Payment is due in full before the day of the event, unless otherwise agreed by RDPC in writing. RDPC reserves the right to refuse access if payment has not been made.

Compliance

1. Liquor is not permitted on the premises.

2. The hirer must ensure that noise levels do not exceed limits as per Rotorua Lakes Council's District Plan. However, in the event the noise is deemed a 'nuisance' and Council receives two or more complaints from the public, a visit from an Enforcement Office may result in an infringement.

Cancellations

1. Every effort will be made by the facility to avoid cancelling any confirmed reservation. However, on very rare occasions the RDPC may require the use of some areas for wedding or funeral receptions. On these occasions every endeavour will be made to accommodate the hirers elsewhere at one the other premises. In the event of an emergency beyond the control of the facility a confirmed reservation may be cancelled. If rescheduling cannot be done, a full refund will be given.
2. The facility must be given at least 7 days' notice of cancellation.

Security

1. All hirers making bookings out of office hours will be responsible for the security of the building. The hirer will have access to alarm codes (where applicable) and property keys. All alarm codes must remain with the nominated point of contact and kept secure at all times. In the event keys are lost or stolen, **the Office Manager** must be notified immediately (Ph. 07 348 2954) and any cost incurred for replacing the key and/or locks will be charged to the hirer.
2. Hirers shall enter only on the times, and only those areas within the facility, stated on their Invoice. Entry outside the booking term may incur a penalty charge and/or cancellation of future bookings.
3. If a hirer causes alarm activation, that hirer will be charged an additional \$200 to cover security guard callouts.
4. Any charges incurred due to activation of fire alarms will be paid by the hirer, if the activation is found to be a false activation.

Health & Safety

1. When a facility staff member is not present, it is the hirer's responsibility to ensure a Fire Warden and/or Supervisor is appointed.
2. All EXIT ways must be kept clear and visible at all times.

Cleaning and Maintenance

1. No smoking or vaping anywhere on the grounds or in the facility.
2. Cleaning equipment will be made available to all hire groups and the spaces hired must be left in good condition.
3. Any additional cleaning performed by RDPC staff or contractors to get the facility back to a satisfactory condition may incur an additional charge.
4. After use, and before vacating the premises, the hirer must clean, remove food and personal items and place all rubbish in provided containers. All spaces must be reset to original setup.
5. Any damage to the building or assets of the facility will result in the replacement or repair of the damaged property at the hirer's cost.

Name of Group/Organisation:

Contact address:

Phone Number:

Date:

Signed:

Title: