**Terms and Conditions of Hire – Titirangi Community House (Party Hire)**

**Bookings:** Bookings are confirmed once your $100 bond has been paid. The Party Hire Fee’s is $40 per hour, minimum of 4 hours. This MUST be paid in advance of your booking date. Any Party Hire Fee’s not paid within two working days before the book date, will forfeit their booking and cancellation fee’s will be taken from the bond.

Facilities: You will have Sole use of the house – with access to the Kauri Room (40 capacity), Foyer space, Kitchen, Toilets and outside deck area. (There are two other rooms which can be hired for an additional cost if required).

 **Party Time Sessions**: Please adhere to the session times outlined in your booking: Birthday party hire is split into two sessions: Party A: 9am – 1pm and Party B: 1.30pm to 5.30pm

**Bond Payment:** A Bond of $100.00 is required to confirm all bookings. This includes a bond for the room and for a key to enter the building. A fee of $50 will be taken from bond for lost keys.

**Bond Refund:** The Bond will be refunded once keys are returned and there is no breach of the Terms and Conditions of Hire.

**Keys:** You will need to collect a house key from the office in the week prior to your booking and the key must be returned within 5 working days of the party. The office hours are 10am to 2pm Monday to Friday. No Keys will be issues until payment is fully paid.

**Alarm:** You will be responsible for disarming and arming the alarm. Admin staff will provide you with information & code to do so.

**Facilities:** You have Sole use of the Kauri Room (40 capacity), Kitchen, Foyer, outside deck area and free use of 8 x trestle tables, 8 x small square tables & 40 stackable chairs.

**Cancellation:**

The Management reserves the right to charge 25% of the booking fee charged if booking is cancelled within 10 days or 50% within 5 days and 100% if cancelled within 24 hrs.

**Keys & Security:** It is the Users responsibility to keep the building secure at all times. If the key is lost, please report it straight away to the manager. A fee of $50 will be taken from bond for lost keys. If your group activates the alarm & a security guard is dispatched, the cost of this will be the Users responsibility. ***Don’t forget to set the alarm & lock the door when you leave.***

**Equipment:** No items belonging to the Community House are to be removed from this facility without prior arrangement with the Manager. All items used must be returned to their designated storage area in a safe and tidy manner.

**Decorations:** No use of sellptape, push pins tacks or nails to be used on the walls. Blutack can be used. Please remove any decorations by the end of your session. Please ensure you take all rubbish with you.

**Damages:** In the event of damage occurring please report to the Manager A.S.A.P. Costs incurred through wilful damage or damage caused through inappropriate use of the facility or its content will be the responsibility of the User. If damage is not reported, then the User will be held liable for the cost of repairs.

**Consumables:** The hirer must supply their own tea, coffee, milk etc or pay the agreed charge for tea and coffee available at 50 cents per cup or bring your own.

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

**Animals**: No animals are allowed in the House with the exception of Service dogs.

**Smoking:** The Community House is a smoke-free environment. No Smoking or vaping is permitted in the Community House or on the deck.

**Alcohol**: This is an **Alcohol Free Venue**

**Wifi/Internet** – WIFI is available for a $5 flat rate

**Emergency & Evacuation Procedures:** Instructions for emergency procedures are displayed in all rooms. Please make yourself familiar with them. An Emergency Checklist is required to be completed and information must be given to participants prior to each session.

**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. A Defibulator is available from the Library, Fire Station, and RSA during their opening hours.

**Cleaning:** Equipment can be found in the Large Store cupboard (opposite the Kitchen). Cleaning Products can be found on the shelf in the Kitchen.

It is the hirers responsibility to:

* Vacuum the floors and mop the foyer, kitchen and toilets.
* Wipe down any tables used.
* Stack chairs at the back of the room.
* Tables returned to storage areas.
* Wipe benches, microwave & stove after each use.
* Ensure all dirty dishes are stacked in the dishwasher & turned on, washed and return to the place in the kitchen.
* Toilets, basins, floors & deck have been cleaned.
* Turn of all heaters, lights and ensure that windows are closed.
* Take all rubbish with you (do not use any bins outside).
* Lock doors and set alarm.

Leave the house in a clean and tidy condition, so the next group can be welcomed by a clean and tidy environment.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_will abide by these Terms and Conditions.

Hirers Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Thank you*,

TITIRANGI COMMUNITY HOUSE

Management