

Terms and Conditions of Hire – Titirangi Community House

Bookings: All bookings MUST include set-up and clean-up times. Charges are for a minimum of 1 hour and 30 minutes thereafter.

The house will invoice you for any Room Hire fees and the bond. Please note that these are separate accounts—check the invoice for account numbers.

Weekend Hire: Weekend hire is for a minimum of 4 hours in Rimu & Kauri Rooms. Session times are 9am to 1pm and 1.30pm to 5.30pm.

Time: Please vacate the Community House at the designated time as there may be groups using the room after you. Those staying longer than their designated time.

Room Hire Fee: Casual Hire Bookings MUST make full payment for room hire must be PAID in full prior to the day of hire. Regular hirers will pay first booked session in advance and monthly by invoice thereafter.

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

Children's Birthday Parties: Children's birthday parties and baby showers can be held at the house. No parties for 18th, 21st, engagement parties or weddings. (no alcohol to be brought onto the premises without prior approval (see Alcohol)

Lockbox: Casual hires can access the key to the house (via the lockbox outside the house). Admin staff will provide you with the code and instructions once hire payment has been made.

Alarm: Depending on when you book (outside office hours), you may be responsible for disarming and arming the alarm. Admin staff will provide you with information & code to do so.

Shared Facilities: Please be aware that there may be other hirers using other rooms at the same time as you. Please keep noise to a respectable level and do not enter another room, not booked by you. The Kitchen, toilets and foyer are shared areas. Room bookings **does not include the foyer space**. The foyer is a communal space and exclusive rights of this area is reserved for those who have booked the whole house (exclusive rights of all rooms, foyer & deck area)

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 User's responsibility to keep the building secure at all times. Each group is responsible for the keys and code for the alarm, and these cannot be given to any other person. 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 if you are the last person here.***

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.

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, which is 50 cents per cup.

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: by prior arrangement with the Management Committee and council only.

Wifi/Internet – Is available (check with office for code in advance if this service is required). The password cannot be given to any other person outside your group.

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 floor in the room(s) you have hired
Wipe down any tables used
Return chairs and tables to storage areas
Wipe benches, microwave & stove after each use.
- Ensure dirty dishes are stacked in the dishwasher & turned on if the tray is full. If dishwasher is full dishes need to be washed and dried by hand and returned to the cupboard/drawers.
- Toilets, basins, floors & deck have been cleaned.
- Turn of all heaters, lights and ensure that windows are closed
If last in the house, set alarm and lock doors
Return key to lockbox

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