

**WAIUKU & DISTRICTS COMBINED CHURCHES
ST ANDREWS CENTRE**

85 Queen Street, Waiuku 2341

Ph: (09) 235-2238

administrator@standrewscentre.org.nz

www.standrewscentre.org.nz

CONDITIONS OF HIRE AGREEMENT

Confirmation

- The booking of the facilities at St Andrews Centre & Villa (owned by Waiuku & Districts Combined Churches) will be confirmed on receipt of the completed Booking Form, and the Conditions of Hire Agreement.
- The Conditions of Hire agreement must be signed by a person 18 years and over.
- These should be provided to the St Andrews Centre within 14 days of the booking, and at least 10 days prior to the function date, otherwise the booking will not be confirmed.

Hire Fee

- The hire fee, as detailed in the Booking Form, must be paid on booking.

Deposit/Bond

- A refundable bond may be required before the booking is confirmed.
- The amount will be advised to you on the Booking Form.
- Bond payments must be paid to the Office Administrator at the St Andrews Centre when confirming the booking.
- The bond will be returned within 10 working days of the date of the function, subject to deductions in the following circumstances:
 - venue equipment or fittings are damaged
 - extra cleaning is required
 - you enter into or remain within the venue outside the booked period
 - the venue access key(s) are not returned within the stated times
 - rubbish is left inside and/or outside the venue
 - any other breach of these conditions has occurred, resulting in call out charges or other costs to the St Andrews Centre.

Cancellation

All cancellations by the hirer after confirmation of this agreement must be in writing and will result in forfeiture of the hire fee as follows:

- 100 percent if cancelled within 24 hours of the function date start time
- 50 percent if cancelled within 5 days of the function date
- 25 percent if cancelled 5 to 10 working days of the function date.

The St Andrews Centre may cancel the Booking with immediate effect, without liability, in the following circumstances:

1. A provisional booking is not confirmed by completion of the Conditions of Hire agreement.

2. You fail to pay any required hire fee.
3. Circumstances beyond our reasonable control which may include, although not exclusively, act of God, fire, refusal to grant or extend a licence, strikes, lock-out or industrial action whether involving the St Andrews Centre employees or a third party or any act or omission by the hirer, the hirer's agent or contractor or their employees or guests. If cancellation occurs under point 3, the hire fee and bond will be returned.

Use of Premises

- Access to the venue outside normal venue hours (9am-12pm Monday-Friday) is to be arranged with St Andrews Centre prior to the event, by way of the Booking Form.
- Where a key box is provided to open the Centre, the key must be returned to the box after use. Otherwise \$25 plus GST will be incurred and either invoiced or deducted from the bond. The code for the box will be given on confirmation of your booking.
- You shall comply at all times with the St Andrews Centre fire, emergency and Health and Safety regulations. Fire instructions including fire escape routes are displayed throughout the premises. Fire exits and routes must not be obstructed.
- As Hirer of the venue you are obligated to accept responsibilities relating to the operation and use of the venue within the focus of the Health & Safety in Employment Act 1992 which to eliminate, isolate or minimise risks to personal health and safety. You must take all practical measures to manage and supervise the health and safety of your event organising representatives, agents, employees and servicing contractors, during the period of your event including set-up and disassemble.
- Hours of use will be as agreed in the Booking Form.
- Children must be supervised at all times, including in toilets and surrounding areas
- The booking period must include setting up, dismantling, and cleaning of the venue.
- Should the event continue after the agree finish time, the St Andrews Centre shall make every endeavour to accommodate this. However in the event of requiring the room for a subsequent Hirer, you shall immediately vacate the venue.
- Hirers are responsible for cleaning the venue, returning chairs to original position, and removal of all rubbish after the hire including from the car park and adjacent grounds. Where venue is not cleaned to an adequate standard the cost of further cleaning will be deducted from the bond at the rate of \$20/hour.
- If any problems occur during the hire period, we are available for emergency calls 24 hours a day, 7 days a week on (09) 235 9312 or 027 484 7147.
- Any accidents or damage occurring within the premises shall be reported immediately to (09) 235 2238 or 027 484 7147.

Fire Safety

- Every hirer is required to be familiar with the procedure for evacuation of the facility in case of fire, and will be given instructions at the time of booking..
- In case of fire, evacuation the facility immediately then notify the Fire Brigade by phoning 111.

Liquor Licence

- No Liquor is to be sold, supplied or consumed

Equipment

Use of the St Andrews Centre equipment of lap top computer, data projector, and sound system, is available only on a minimum of 5 working days' notice.

If the hirer is providing their own equipment they:

- Must inform the St Andrews Centre which reserves the right to refuse permission to use certain equipment
- Provide their own technical assistance with such Items
- Accept responsibility for any malfunction.
- Must satisfy themselves as to the suitability of such equipment for the environment in which it is to be used.
- Will be responsible for the security and insurance of any such equipment, for obtaining all consents of licenses and for its prompt removal at the end of the Event.
- Indemnify the St Andrews Centre against any costs or damages incurred through the use of such equipment.

Loss or Damage

- The St Andrews Centre accepts no responsibility for loss or damage to any property of the hirer or any guest or invitee's property which may be brought to the venue, whether within or outside the premises, and does not provide any insurance cover for such property, including property left secured in any storage facility which may be provided.

Noise

- Noise from amplifiers and loudspeakers must be kept to a moderate level at all times. Failure to comply with this condition may result in the early closure of the function and/or a significant fine.

Prohibited

The following are not permitted within the building:

- Alcohol (other than wine)
- Smoking
- Chewing gum
- Confetti or glitter

- Attaching or hanging items from any part of the venue without prior written approval of the St Andrews Centre.
- Open fires, smoke machines, naked flames barbecues or spits.
- Movement of pianos without prior written consent of the St Andrews Centre.
- If a fire alarm is set off by the use of these items then a charge will be incurred.
- Sub-license or shared occupation of the room.

Performing Rights Copyright

The hirer will be responsible for any fees which might be claimed by and held to be payable to the Australasian Performing Rights Association, or like associations.

Security

The hirer is responsible for securing the facility upon completion of the function.

Ensure:

- **All lights, heaters, stoves and electrical appliances are turned off**
- **Windows and doors are closed and locked and the key is deposited in the key box.**

Breach of Conditions

Any breach of these conditions may result in

- forfeit of all or part of the bond
- closure of the function
- refusal to accept future bookings
- extra charges being incurred

I, the undersigned, confirm that I have read understood and accept the above Conditions of Booking.

Signed

Print name

Contact Phone Number

Mobile Phone Number

Email:

Address

Date