

Facility Hire Agreement 2022

Thank you for making a booking with the Katikati Community Centre.

Please check the booking details in the attached booking schedule are correct, complete this form and return it to confirm your booking.

Company Name: _____
Booking Date/s: _____ Agreed Hire Fee: _____
Contact Person: _____
Contact Address: _____
Contact Phone: _____ Mobile: _____
Contact E-Mail: _____

Please list any requirements for your booking (eg: microphone, tv, video/zoom conferencing equipment)

I _____ consent to the collection of the details above, by the Katikati Community Centre, for the purpose of administration and programming. I acknowledge my right to have access to this information. This consent is given in accordance with the Privacy Act 1993. Furthermore, I declare that the information here is true and correct. I agree to abide by the Centre's terms & conditions of hire as listed on the back of this agreement. I acknowledge that failure to follow these conditions will result in the cancellation of my booking without refund.

I have checked the attached booking schedule and confirm that the booking details are correct. I have included enough time for set-up and pack down in the booking.

Signed: _____ (on behalf of the hirer)

Date: / /

Flip the page over 

Please read and sign the Terms and Conditions of Hire.

Terms & Conditions of Hire

Health and Safety Requirements

- All groups must have a nominated point of contact, who is responsible for the group and the premises for the duration of the booking. This person will undergo a Health & Safety induction prior to the first hire and as required by the Centre thereafter.
- All group participants must comply with the Health & Safety policies of the Centre, the rules, and expectations associated with the hire of our rooms (outlined in this Document, the H&S induction, Room user H&S info & after-hours checklist)

General

- All equipment utilised during the period of hire must be returned to the correct position at the end of the hire period.
- All groups paying on the day must pay in one individual payment.
- Requests for changes in group size or time will be considered but are not guaranteed.
- Refunds will be processed with at least 7 days' notice. A 10% processing fee will be deducted.
- Payments not received by the due date may be referred to a debt collection agency. The hirer will be liable for any and all costs associated with debt collection.
- Food and drink may be consumed during the hire, please report any spills to reception.
- Reservations will be accepted on a first come, first served basis.
- Centre personnel reserve the right to determine unacceptable behaviour of individual(s) while on the premises, with this right being to cancel reservations or request an offender to leave. NO REFUND WILL BE GIVEN.
- The Centre must be given notice of cancellation *at least* 2 days prior to the booking date.
- Should the hirer notify the centre of cancellation on the date of the booking, fail to occupy the premises at the specified time or at all, all fees paid to the Centre will be forfeited as liquidated damages and the hire charge will not be waived.
- Every effort will be made by the Centre to avoid cancelling any confirmed reservation. However, in the event of an emergency, beyond the control of the centre, a confirmed reservation may be cancelled. If possible, the booking may be rescheduled, if not a full refund will be given.
- Lessee, as additional consideration, shall covenant, promise and agree to hold the centre fully harmless and indemnify it against any and all suits, damages, claims, causes or actions which may arise out of use of the above described property.
- Any damage to the building or assets of the facility will result in replacement or repair at the hirers expense.
- The manager or their nominee will have right of entry at all times.
- Acquiring any necessary licenses or certificates will be the responsibility of the hirer.
- The manager, at their discretion, may refuse any application of hire, waiver specific conditions, or cancel any booking without assigning any reason.

Security and After-Hours Bookings

- All hirers with bookings outside of business hours will be responsible for the security of the building, includes closing windows, locking doors, turning off lights, air con etc. see 'After Hours User Checklist.'
- Hirers must enter at the agreed times and only the room stated on the hire application form, and common areas within the Centre, e.g Kitchen & Bathrooms.
- 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.

Cleaning and Maintenance

- After use, and before vacating the premises, the lessee must clean, remove food and personal items, and place all waste in appropriate bins, e.g. recycling and food waste.
- Unsorted (e.g. there is recycling in with rubbish), or excessive amounts of waste must be removed by the hirer, if not the hirer will be charged removal and disposal costs.
- No smoking in the facility or in the immediate area of the facility, e.g. car parks, outdoor areas within 10m of the building.
- Centre staff regularly do general cleaning; however, it is the responsibility of the hirer to ensure that the venue is left as you found it. Any additional cleaning cost that we incur will be passed on to the hirer.

I agree to abide by the Katikati Community Centre's (also referred to in this document as 'the Centre') Terms & Conditions of Hire as listed above. I acknowledge that failure to do so will result in cancellation of my booking without refund.

Signed (on behalf of the hirer): _____ Date: / /

