

Facility Hire Agreement 2024

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

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

*Please Note: The Centre is a **nonsmoking** and **alcohol-free** site. This includes inside the facility and outside on the grounds.*

Company Name: _____			
Booking Date/s: _____		Hire Fee: _____	
Contact Person: _____			
Contact Address: _____			
Contact Number: _____		Mobile: _____	
Contact E-Mail: _____			
Requirements for your booking:			
	Y	N	
Microphone	<input type="checkbox"/>	<input type="checkbox"/>	Kitchen Facilities
Projector	<input type="checkbox"/>	<input type="checkbox"/>	Tea/Coffee/Milk
TV/HDMI Cord	<input type="checkbox"/>	<input type="checkbox"/>	Extras: _____

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 2020. 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: / / 2024

Flip the page over 

Please read and sign the Terms and Conditions of Hire.

Terms & Conditions of Hire

General

1. Bookings to be made via email via booking@katikaticommunity.nz with at least 24hours notice.
2. All equipment utilised during the period of hire must be returned to the correct position and condition at the end of the hire period. Booking hirer is responsible for room set up and clean up.
3. Refunds will be processed with at least 7 days' notice. A 10% processing fee will be deducted.
4. 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.
5. Food and drink may be consumed during the hire, please report any spills to reception. Use of the kitchen facilities, tea, coffee etc has an extra charge. (Cost dependent on room and times).
6. Reservations will be accepted on a first come, first served basis.
7. 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.**
8. 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.
9. Any damage to the building or assets of the facility will result in replacement or repair at the hirers expense.
10. The manager or their nominee will have right of entry at all times.
11. Acquiring any necessary licenses or certificates will be the responsibility of the hirer.
12. The manager, at their discretion, may refuse any application of hire, waiver specific conditions, or cancel any booking without assigning any reason.

Cancellation / Amendments

1. The Centre must be given notice of cancellation at least 2 days prior to the booking date. (After this time you will be charged)
2. 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.
3. On rare occasions such as in the event of an emergency, it may be necessary for a confirmed reservation may be cancelled. Every effort will be made by the Centre to avoid cancelling any confirmed reservation. Should an event be cancelled for this reason, it will be rescheduled at a convenient time for the group and the venue. If rescheduling cannot be done, a full refund will be given.

Health and Safety Requirements

1. All groups must have a nominated point of contact, who is responsible for the group and the premises for the duration of the booking. Adult supervisors (age 20+) are required for children and youth groups. The recommended number of required supervisors is one adult per five children. This person will undergo a Health & Safety induction prior to the first hire and as required by the Centre thereafter.
2. 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) Use of premise includes if you utilize the outdoor area.
3. 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.

Security and After-Hours Bookings

1. All hirers with bookings outside of business hours will be responsible for the security of the building, this includes closing windows, locking doors, turning off lights and the air conditioner unit, etc. See 'After Hours User Checklist.'
2. Hirers should enter the building at the agreed time and only use the room stated on the venue hire application form. The common areas within the Centre, e.g., kitchen and bathrooms can be used during this time.
3. Entering outside of this time may cause an alarm activation, any charges incurred due to activation of alarms will be paid by the hirer if the activation is found to be a false activation.

Cleaning and Maintenance

1. Please leave the space as you found it. Return tables and chairs to their original positions, remove any excess rubbish and take rubbish away with you, please use the cleaning equipment supplied to clean up any mess and vacuum.
2. Any additional cleaning performed by staff or contractors as a direct result of your booking to get the facility back to a satisfactory condition will incur an additional charge.

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: / / 2024

