



MEADOWBANK COMMUNITY CENTRE

ROOM HIRE FORM

Group name:

Contact Person:

Phone No (Hm)

Address:

Phone No (Bus)

Email:

Fax:

I/we would like to book:- **MR1 MR2 MR3 TCH (Tahapa Crs. Hall)**

Purpose of hire;

Anticipated number attending;

Day(s)/Date(s) required;

Time(s) required: Start Time:

Finish Time:

(include set up & clean up)

Deposit: (\$10 up to \$100, \$15 \$100-\$150, \$20 \$150+) Paid

Rcpt No.

If we do not receive your deposit within 7 working days of your initial booking it will be assumed that the booking is no longer required and will therefore be cancelled.

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Hireage rate

Paid

Rcpt No.

Bond

Paid

Rcpt No

Key Y/N **Cheques to be made payable to Meadowbank Community Centre**

I HEREBY CERTIFY THAT I HAVE READ AND ACCEPT ALL THE CONDITIONS OF USE ENCLOSED WITH THIS APPLICATION AND RELATING TO THE HIRE OF THIS FACILITY.

NAME

SIGNED

DATE

(in the case of a minor this form must be counter signed by a parent/guardian

No bookings will be accepted without the presence of a responsible adult)

Forms received and signed by Management Committee Representative.

Deposit received

Date received

Signed

**Please return this form to Meadowbank Community Centre 29 St Johns Rd
Meadowbank**

CONDITIONS OF USE FOR HIRER

I/WE HEREBY AGREE TO THE FOLLOWING CONDITIONS:

1. To pay all bonds and/or fees before using the Centre or by agreement with Centre representative. **Deposits to be non refundable.**
2. **48** hours (2 day's) notice for cancellation must be given or else you will be charged in full.
3. To leave the Centre clean and tidy before vacating the premises:
 - a) all floors to be swept and mopped, including the toilets after each session/group
 - b) leave the kitchen clean and tidy at all times including the fridge;
 - c) to put the rubbish in the bins/bags provided.
 - d) **Nothing to be attached to the walls other than on noticeboards****Centre staff to be notified prior to use of any damage or untidiness.**
4. All chairs and tables are to be stacked and put away.
5. No animals except accredited guide dogs are allowed inside the centre or grounds.
6. To abide by the Management Committee's Smoke Free Policy .
7. To agree that if there is damage caused or the room(s) are not cleaned satisfactorily, the bond will be used to replace items or for cleaning costs.
8. To agree that if damage is greater than the bond, the user will pay the difference.
9. Noise- all noise is to be kept to a reasonable level both on the premises and in the adjoining car parks and walk ways.
10. Special Conditions if applicable: - see attached.
11. Agree to pay the normal hourly rate for each 1/2 hour or part of after the stated finishing time.
12. The Meadowbank Community Centre its staff and volunteers are not responsible for equipment or property belonging to the hirer. All property is left on the premises at your own risk.
13. If Alcohol even BYO is to be consumed on the premises then the hirer is responsible for obtaining a liquor license from Auckland City Council. This takes a minimum of **25 working days** and must be sighted by Centre Staff prior to the hire.
14. **Any keys to be collected by the Friday preceding the booking. Failure to do so will result in a \$50 call out fee. If Staff is required to attend the Centre or Hall as a result of your booking this may result in a call out fee of \$50.**

The Management Committee

1. Agrees to refund the bond within seven days after use, subject to full compliance of the above conditions.
2. Reserves the right to review hireage charges and conditions and undertakes to give a minimum of one month's written notice in the event of a change.
3. Reserves the right to review the right to continued hire if any of the above conditions are not met.

Emergency Contact Numbers

Please call in this order:

- 1) The security alarm company 524 0445 depending on problem.
- 2) 021
- 3) Auckland City Council After Hours Helpline 379 2020

Consumption of Alcohol

All functions involving the CONSUMPTION OF ALCOHOL will require a 'Special License' which will be the responsibility of the hirer to obtain.

This special license is required for all functions where alcohol will be present not just the sale of alcohol.

Allow up to **25 working days** for the processing of this special license by City Environments.

This special license must be sighted by the Management committee representative prior to the use of the facility.

The management committee representative can assist you with your enquires about the consumption of alcohol.

I/We _____ declare that we will not be selling or consuming alcohol on the premises at 29 St.Johns Rd or at Tahapa Cres Hall, 22 Tahapa Cres.

I/we agree to be responsible for any damage or consequences resulting from any infringement of this statement.

Group/Hirer:

Signed: _____

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SECURITY ARRANGEMENTS

1. Do not lend your key to anyone or tell them the security alarm number, any changes to the key holder must be notified.

Before Leaving:

Please check the following:-

- a) All windows including the kitchen and French Doors are closed.
- b) All External Meeting room doors are locked. And at Tahapa the external door is locked.
- c) All lights are switched off but the reception light is left on the auto switch.
- d) The alarm is set. There is a 30 second delay.

SECURITY ALARM

To enter the building:

- 1) Check the status light is on.
- 2) Key in the number you have been given you will hear two (2) beeps, the alarm is now disarmed, one red light will remain on at the Centre.

To set the alarm on leaving:

- 1) Key in your number
- 2) Leave the building locking the reception door. You have 30 seconds, this is quite a long time.

If you have any problems with the alarm please ring the alarm company **524 0445**.

If you set the alarm off by mistake please ring **524 0445**, you may need to wait for two minutes before ringing this number, when you ring please give the Community Centre name and your own name. **Do not hang up on them.** (Phones are located in the reception area and in the kitchen, please **remember to dial 9** then the number)

FAILURE TO CARRY OUT THE ABOVE PROCEDURES WILL RESULT IN THE KEY HOLDER BEING BILLED FOR THE CALL OUT FEE AND THE MANAGER'S TIME.

Conditions of Hire, (date sent)

Security arrangements, (date sent)

Evacuation procedures, (date sent)

Group/Hirer Name:

Deposit due:

Management Committee Representative:

Date:

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