

Johnsonville Community Centre

Telephone: 04 478 8628

E-mail: info@johnsonvillecommunitycentre.org.nz

Website: www.johnsonvillecommunitycentre.org.nz

After Hours contact: 04 499 4444



Centre

Office Hours

Monday to Friday

8.30am to 4.00pm

RENTAL AGREEMENT

DETAILS OF HIRER

Name & Organisation: _____

Address: _____

Email: _____

Mobile: _____

DETAILS OF ROOM HIRE

Room Number/Hall: _____

Number of people attending : _____

Date of event: _____ Booking Time (Start & End): _____

What is the nature/type of event? _____

Will there be alcohol at event? Yes / No (please circle)
(if Yes, refer to clause 19)

Will you be charging an entry fee or koha? Yes / No (please circle)

Bond amount due: _____ (if applicable)

DETAILS OF TERMS AND CONDITIONS

- Bookings** - All bookings are to be made through the office prior to use, via **email**.
- Keys** - if your booking requires a key, the key needs to be collected from the office during our office hours (Monday to Friday 8.30am to 4.00pm). Keys are to be returned to the Community Centre Office or to our drop-box located beside the office door. Keys not returned **will** incur additional charges.

Initials: _____

3. **After Hours Contact** - outside of our office hours, the Wellington City Council can be contacted on **04 499 4444**.

4. **Bond** - a bond of up to \$200 **may be** required.

This bond is refundable if there is no damage and the hired space is left in a clean and tidy state. On arrival please ensure that you check for any damage from previous users. Any damage to the property during your hire or any additional charges incurred will be deducted from the bond. Please contact the Centre to let us know of any damage found when you arrive or occurring during your use (by email) on the next available workday.

5. **Cancellations: All cancellations must be communicated through Email.**

- **Hall** – Cancellation of the Hall is to be advised via **email**, 21 days in advance, to give us the opportunity to re-hire the space. Failure to do so may result in additional charges.

- **Rooms** - For all other spaces, any changes to your booking must be communicated to the Community Centre at least **48 hours** in advance (via **email**) to be eligible for a refund.

6. **Electronic Hire** – If you have hired a TV or Data Projector, please ensure that these items are secured back into a locked cupboard at the end of your Booking.

7. **Use of Rooms & Furniture** - you may only use the room(s) you have booked. All users are to treat the furniture and fittings with care and respect. **Please note; there is to be no chewing gum, no use of confetti cannons/glitter ballons and any tape on the floors or walls is not permitted.** Failure to do so may result in additional charges and/or affect future bookings. There are hooks provided at intervals around the hall to attach decorations to. Please **do not** use nails or tape.

8. **User's Property** - no responsibility will be accepted for damage to, or loss of property placed or stored in the Community Centre.

9. **Tidiness** - the hirer is responsible for ensuring that the hired space is left clean and tidy ready for the next user. This includes wiping down the whiteboards, tables and any kitchen surfaces used (including oven and microwave) restacking furniture, sweeping and mopping the floors in the kitchen and hall areas. Failure to comply may result in additional charges, suspension of any future bookings or both.

10. **Staging Units** - if you are using the staging units please ensure that at the end of your use that they are placed on the trolley provided and tied into position. The trolley is to be stored against one of the walls. **The use of staples, tape, pins or nails is prohibited anywhere on our staging units.**

11. **Rubbish & Recycling** - rubbish and recycling must be taken away from the Centre and its grounds, failure to do so will incur a \$50 cleaning charge, suspension of future bookings or both.

12. **First Aid** - first aid supplies are the responsibility of the User. Please bring your own supplies.

13. **Damage & Injury** - the user is responsible for accident or injury to persons or property while at Johnsonville Community Centre. Any damage/injury must be reported to the Office, either in person or via email, as soon as practical. The hirer shall meet Johnsonville Community Centre costs in repair/ replacement etc. and forfeit of bond.

14. **Health & Safety** - the user is responsible for the behavior of their group. All members of your group need to be respectful of the building, furniture and other users. Children need to be supervised **at all times**.
- **GAS** - under no circumstances should portable gas be brought and/or used on the premises.
 - **CHAIRS** - please **do not** in any circumstances stack chairs in front of heaters, emergency exits and doorways.
 - **HEATERS & LIGHTS** - on departure from the premises please ensure all heaters, fans and lights are turned off. Please note that some lights are on sensor and will stay on.
15. **Emergency Procedures** - please ensure that your group knows what to do in an emergency such as fire or earthquake. A safety warden must be appointed to take responsibility for evacuation procedures. You must identify and point out to the group the marked **FIRE EXITS** on your arrival.
- FIRE** - In the event of a fire, set off the alarm and dial the Fire Brigade 111. If you hear the continuous ring of the alarm, leave the building by the nearest exit and assemble either in the park (Johnsonville Memorial Park past the Keith Spry Pool) or on the corner of Frankmoore Avenue and Moorefield Road.
- EARTHQUAKE** - In the event of an earthquake people are to 'drop, cover and hold'. As soon as practical people are to evacuate the building under the instruction of wardens to the assembly area.
16. **Fire Alarm** - if the fire alarm is set off willfully or negligently, you will be liable to pay the \$1500 + GST charge from the Fire and Emergency New Zealand. On accepting your booking you have acknowledged this clause.
17. **Security Cameras** - Security cameras operate 24/7 throughout **all areas** of the Community Centre.
18. **Noise/Hours of Your Booking** - if your event is booked until midnight, it needs to be shut down no later than midnight. This includes the sound system. Then you need to clean the hall and ensure all your equipment and rubbish is removed by 1.00am. We ask hirers to be considerate of our Neighbors as it is also a residential area.
19. **Tobacco, Drugs & Alcohol** - Johnsonville Community Centre **buildings and grounds** are a drug free and smoke free zone. If you are selling alcohol or are charging admission and having alcohol at your event, you will need to obtain a Special License from Wellington City Council. Applications are made to Wellington City Council. For an application form and fee information google "**Wellington City Council Alcohol Licensing**". You need to apply for your Special License at least **25 working days prior** to your event. Alternatively call 04 499 4444 and ask to speak to the Public Health Team for details.
- If you are having alcohol at your event, as a responsible host and as part of this hire agreement, the following requirements apply:
- prevent intoxication - alcohol is to be consumed responsibly
 - under 18's are to be supervised and not allowed to consume alcohol
 - provide substantial food throughout the duration of your event
 - water is to be promoted and easily accessible
 - provide a range of non-alcoholic options
 - advise safe transport options to ensure your guests get home safely
 - look after your guests and be mindful of the Centre's Neighbors.
20. **Locking Up** - At the end of your booking, please ensure all doors are locked and keys are returned.

SIGNATURE DETAILS

By signing, I have read and agreed to all the above terms and conditions:

Signed: _____

Date Signed: _____