



HEATHCOTE VALLEY COMMUNITY ASSOCIATION INC.

## CONDITIONS OF USE – Heathcote Valley Community Centre

Following are your responsibilities as the supervising hirer when booking space at the Heathcote Community Centre.

### RIGHT OF USE

The Community Centre Management reserves the right of hire at all the times.

The person booking the facility must be over 21 years of age and accept the responsibility for hireage and agree to be present during the entire function. The hirer is the responsible for the security of the facility and its occupants.

### FACILITY ALLOCATION

Verifying that our relevant booking form has the correct details. These will be assumed to be acceptable if no disagreement is lodged.

Tentative bookings not confirmed after 14 days will lapse.

### PAYMENT

Any payment should be made to the bank account specified below:

**Heathcote Valley Community Association INC.**

**03 – 1369 – 0182187 – 01**

Casual bookings must be paid in advance and before the handover of the code key. Regular bookings will be invoiced monthly, to be paid by the 20<sup>th</sup> of the current month.

Bookings are not guaranteed until a written confirmation is issued by the Heathcote Valley Community Centre.

A bond of \$100 may be charged in addition to hire fees. The bond will be refund after the event or will be deducted from the final invoice if conditional upon the terms and conditions of hire being met.

### HOURS OF USE

Ensuring that the use of the Community Centre conforms to the agreed and allocated hours as per the booking agreement.

### CANCELLATION POLICY

Agreeing that Heathcote Valley Community Association (HVCA) has the right to levy full rental costs for confirmed bookings not utilised or cancelled within 7 days of the event.

## PENALTY CHARGES

HVCA will have the right to retain any bond and recover repair or replacement costs as part of this hire agreement. These charges may be incurred for the following reasons:

- Loss or damage to any equipment, fixture or fitting.
- Unsatisfactory condition rooms left in on completion of hire. Prior permission required before putting up posters and decorations. Please, do not insert nails, tacks or any damaging material into the walls.
- Failure to remove excess function rubbish from premises.
- Loss or damage to keys and facility locks.
- Failure to return keys by the time agreed.
- Failure to conclude the facility hire by the agreed time.
- Noise complaints received by the Christchurch City Council.

## ACTIVITY PREPARATION / CLOSEDOWN / SECURITY

During the closedown phase, ensuring that all electrical appliances, including heater, are turned off, windows are closed and doors locked and secured.

## OCCUPANCY NUMBERS

Ensuring that the facility occupancy numbers do not exceed safety limits (96 persons).

## HEALTH AND SAFETY

All users are required to complete a **Facility Pre-Use Check** before they use the Heathcote Valley Community Centre. (These forms are situated in the foyer area).

As part of the rental agreement, the person signing the confirmation form will be deemed responsible during the period of hire under the Health and Safety in Employment Act 1992 to ensure the facility is used in a safe and controlled manner and to be aware of evacuation procedures, position of fire extinguishers, the electrical switchboard and ensure that egress points are unlocked and unobstructed.

Flammable materials and smoke generating equipment are not permitted within the buildings.

Making available a First Aid Kit to service your own group's needs is recommended.

## NOISE

Ensuring that your activity noise isn't disruptive to neighbours. Complying with a Christchurch City Council and a Noise Control Officer's requests or instructions.

## TELEPHONE

Providing a cell phone for emergency purposes.

## SMOKING, ALCOHOL AND DRUGS

Supervising and policing the Christchurch City Council Smoke-Free Policy. Smoking and drugs are forbidden in any part of the Community Centre or grounds.

Specifying and requesting permission for the consumption of alcohol at the time of making the booking.

Planning to ensure you act as a Responsible Host.

## CLEANING

Hirers are required to take all rubbish away and leave the facility, including toilets and surrounding grounds, in a clean and tidy state for the next user. Please, supply your own kitchen materials, rubbish bags and cleaning liquids.

Checking that all cleaning equipment used during your clean up period has been returned to the cleaning storage area in a dirt-free condition.

Removing all rubbish from the premises and surroundings grounds.

## FEEDBACK AND DISPUTES

Any constructive criticism or suggestions for the improvement of procedures or management of the building are always welcome.

Any disputes, please, bring to Community Centre Management first, which if not solved would brought it to the Committee.

All breakages must be immediately reported to [hvcc.bookings@gmail.com](mailto:hvcc.bookings@gmail.com).

Your signature means you agree to abide by all our terms, conditions and policies.

Signature \_\_\_\_\_

Thank you for hiring the Heathcote Community Centre.