

St Albans ‘Pop Up’ Community Centre

BBQ Trailer & Marquee Available to Hire

Information and Conditions of Use

communitycentre@stalbans.gen.nz

Telephone: 03 972 5534

**BBQ Trailer Agreement/ Conditions of Use**

Information and agreement for hiring the BBQ trailer and Marquee are as follows:

**Charges for BBQ Hire:**

* Business: $200 for the day and $100 Bond
* Fundraising event: $80 for the day and $100 Bond
* Community: $60 for the day and $100 Bond

**Charge for 6m x 3m Marquee (including full walls):**

* Business: $100 for the day and $100 Bond
* Fundraising event: $60 for the day and $100 Bond
* Community: $50 for the day and $100 Bond

**Charges for Party Pack - BBQ & Marquee**

* Business: $250 for the day and $100 Bond
* Fundraising event: $120 for the day and $100 Bond
* Community: $100 for the day and $100 Bond

**Note:** The bond is refunded if no damage has occurred and the BBQ and utensils are clean. If the damage is extensive a separate invoice shall be charged to hirer to cover cost of repair.

**BOOKING AND CONFIRMATION**

Bookings cannot be guaranteed until confirmation of date and time are confirmed and payments including any bonds have been received.

**Agreement:**

* You collect, and return, the BBQ trailer from St Albans Community Centre, using the entrance at 133 Caledonian Road.
* The person towing the BBQ has a valid clean drivers licence and a confident driver.
* The vehicle towing the BBQ has to have up-to-date WOF and REG.
* The collection and return times are communicated to the Community Centre Manager
* The address where the BBQ is going needs to be documented by Community Centre Manager

**Health and Safety.** As part of the rental agreement the hirer accepts legal responsibilities to maintain and use the BBQ safely and appropriately.

**CLEANING**

The BBQ Trailer has to be cleaned including utensils before it is returned to Community Centre. Please complete checklist enclosed in BBQ Trailer BEFORE USE.

**CANCELLATION POLICY**

Agreeing that SARA has the right to levy full rental costs for confirmed bookings not utilised or cancelled within 7 days of the event

**SPECIAL CONDITIONS**

To be able to hire the BBQ Trailer or Marquee you must be 21 years or over. The key holder is the person responsible for the BBQ Trailer.

**Catering:**

Catering is available for events; please contact Community Centre Manager for further details.

***Special Requests:*** *Catering team can be hired for setting up Marquee and facilitating BBQ. Please contact Emma, Community Activator*

 **“POP UP”**

**St Albans “Pop Up”**

**Community Centre**

**CONFIRMATION**



This form is an application only for the hire of the St Albans “Pop Up” Community Centre BBQ Trailer and / or Marquee. Please complete, sign and return to communitycentre@stalbans.gen.nz or drop into 1049 Colombo Street, Christchurch. On confirmation an invoice for hire and bond will be sent.

Once payment is received we will organise access of the BBQ trailer keys and/or Marquee.

|  |  |
| --- | --- |
| **CONTACT PERSON:** |  |
| **NAME OF GROUP / INVOICE NAME: (if applicable )** |  |
| **POSTAL ADDRESS:** |  |
| **PHONE:** |  |  |
| **EMAIL:** |  |

|  |  |
| --- | --- |
| **Please select:** | **⁯ BBQ Trailer only ⁯ BBQ & Marquee** **⁯ Marquee only**  |
| **Name of Driver:** |  |
| **Date of hire:** |  |
| **Location of use:** |
| **Times:** | **Pick up:**  | **Drop off:** |
| **Hire cost** | **$** | **Bond: $100** |
| **Conditions of Use Agreement** | Signing this agreement means the hirer has read and understood the Conditions of Use.  |
| **Notes** | Please leave the BBQ secure, clean and tidy. Report any damage asap. **Gas bottles are returned full.**  |

**Hirer’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**