



St Albans 'Pop Up' Community Centre BBQ Trailer & Marquee Available to Hire

Information and Conditions of Use
Contact: Community Centre Manager

communitycentre@stalbans.gen.nz

Mobile: 021 317 584



signing on
a good sign means good
business



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 6ft x4ft Marquee (including full walls):

- **Business:** \$80 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.

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 BBQ trailer from St Albans Community Centre
- The person towing the BBQ has a valid driving licence
- 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
- When returning BBQ trailer, **PLEASE DO NOT PARK IN DISABILITY PARKING.**

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.

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 also be hired for setting up Marquee and facilitating BBQ. Please contact Community Centre Manager for further details.

“POP UP”



St Albans
Community Centre
Te Pokapū Hapori o Hato Ōpani

**St Albans “Pop Up”
Community Centre**

BOOKING FORM

CONTACT PERSON		
NAME OF GROUP (if applicable)		
POSTAL ADDRESS:		
PHONE:		Mobile:
EMAIL:		

This is confirmation of your hire of the St Albans “Pop Up” Community Centre BBQ Trailer. Please check the details below are correct, sign and return to communitycentre@stalbans.gen.nz or post to PO Box 21-102, St Albans, Christchurch 8146. Once we receive your payment we will organise a time for pick up of BBQ trailer keys and/or Marquee. In the event of an Emergency please call: 021 317584

Name of Driver		
Date of hire		
Location of BBQ trailer	Time of Pick up:	Time of Return:
Hire Cost	\$	Bond: \$100
Name of Bank & Acc No of Hirer	Name	Account Number:
Conditions of Use Agreement		
Notes		

Signed:

Date

Name:

If you have any changes to your booking, can you please notify us as soon as possible. Any changes in hire time will need to be confirmed as other users may be booked in. Please note that we require five working days notice of cancellation (otherwise you may be invoiced for hireage).

Payment can be made online or by cheque.

Bank Details: St Albans Residents Association: 38-9002-0405715-02

Please include Invoice number & Name of Hirer as a reference.

Re:Jan2019/sw/et