



This form is an application only. Please, complete 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. Upon receiving payment and bond we will send details of how to access the Community Centre.

NAME OF GROUP OR EVENT: _____

CONTACT PERSON: _____ **PHONE:** _____

EMAIL: _____

POSTAL ADDRESS: _____

SECOND CONTACT PERSON: _____ **PHONE:** _____

INVOICING CONTACT (If different to booking contact)

ORGANISATION / NAME: _____

BILLING EMAIL: _____

CONTACT PERSON: _____ **PHONE:** _____

WHAT WILL YOUR GROUP USE THE VENUE FOR:

1. **Tick box (as) which apply to your group or agency:**
 Community Group Meeting Self Employed Tutor Private Social Function
 Community Event and Fundraiser Commercial seminar or event
2. **Tick the box(es) which apply to your group or agency programmes:**
 Youth Adult Elderly Children
3. **How many people will be attending?**
4. **Date of Hire:** _____ **Time requested:** _____
5. **Room or Rooms Requested:** _____
6. **Projector required** Yes / No (There is a small charge for this)

Hire costs	Hourly charge per session	\$	x	Hour = Total \$
Bond	\$100 (refundable after hire)			
Alcohol	Not allowed at the facility			
Important Notes	1. Mandatory PRE-USE Forms to be completed and signed before use. Please report any serious damage to the rooms or building to management asap. 2. Follow the Conditions of Use as agreed.			

Declaration

I declare that I am over the age of 25 years and intend to be present during each hire period. I understand that I am responsible for the hire of the facility. I agree that I have read and will abide by the Conditions of Hire as well as the Health and Safety at Work Act 2015 requirements on behalf of the above organization.

Hirer's Signature: _____

Date: _____

CONDITIONS OF USE

It is your responsibility as the hirer at the Kohinga St Albans Community Centre to adhere to the following:

Your signature on the Regular and Casual Application Hire Forms means you agree to abide by all our terms, conditions, and policies.

Right of use

- Management reserves the right of hire and can terminate any hire contract if the conditions of use are not followed.
- The person booking the facility must be over 25 years of age and present during the booking or alert management if changes to this have been made.
- It is the responsibility of the hirer to manage the supervision of all attendees including children.

Bookings of Hire

- A Booking Application Form must be completed and returned to secure a booking.
- Tentative bookings not confirmed after 7 days will lapse.
- Payment must be made in advance. For regular bookings, these will be invoiced monthly to be paid by the 20th of the current month.
- Payments for casual bookings must be made and cleared before security access information is given to casual hirer.

Hours of Use

- The agreed contracted hire times must be strictly adhered to. This time includes set-up and clean up. Management will charge for extra use outside of the agreed contract.
- The Christchurch City Council requires this facility including car park to be vacated & locked by 10.00pm.

Cancellation policy

- The hirer agrees that Management has the right to levy full hire costs for confirmed bookings not utilised or cancelled within 7 days of the event.

Damage to the Centre

- Management has the right to retain any bond and/or recover costs for damage caused by the hirer.

Occupancy numbers

- Facility/room occupancy numbers must not exceed the safety limits set.
Please contact Office on **03-9725534** to inform of any changes to original application.

Health and Safety

- A "facility pre-use check" form must be completed each time the centre is used and returned to the office.
- The person signing the booking application form will be deemed responsible for the Health and Safety of their group for the period of hire. As per the Health and Safety at Work Act 2015 please ensure the facility is used in a safe and controlled manner and to be aware of evacuation procedures, position of fire extinguisher and ensure that all egress points are unobstructed.
- You are required to have a First Aid Kit to service your own group's needs.
- Flammable materials and smoke generating equipment are not permitted within the buildings

Noise

- Please consider and respect the neighbours within the surrounding area of the Community Centre by leaving the building quietly and respectfully.
- Ensure your activity noise isn't disruptive to the neighbours. Amplified music to be at a moderate level with base minimized. All external doors and windows to be kept closed and no entry onto the deck after 7pm.
- Compliance with a Council or a Noise Control Officer's request or instructions is compulsory.
- Should noise complaints arise from regular activities in the Centre this will need to be monitored and resolved.

Telephone

- It is the responsibility of the hirer to have available a cell phone for emergency purposes

Smoking, Alcohol & Drugs

- Smoking and vaping are not permitted in any part of the Community Centre or within 5 metres of a doorway.
- No alcohol or other drugs are permitted on site

Cleaning

- The Centre is cleaned 3 times a week using Enjo Cloths which are chemical free. Please do not bring cleaners into the Centre.
- Leave the facility including the toilets and surrounding grounds, in a tidy state for the next user. Cleaning equipment is situated in the cleaning cupboard in the hallway, please return after use.
- Remove rubbish from the Centre.

Activity preparation/ closedown/ security

- Please ask if you want to attach anything to walls. Blue-tac only on walls
- During the closedown phase, ensure all electrical appliances, including heat-pumps, are turned off. All windows are closed, and doors locked.

Feedback and disputes

- Any constructive criticism or suggestions for the improvement of procedures or management of the building are always welcomed.
- Any disputes please bring to Centre management first.

COVID

- You must adhere to the Government / Ministry of Health requirements that are applicable at the time of your hire.

Thank you for hiring the St Albans Community Centre