

TERMS AND CONDITIONS FOR COMMUNITY CENTRE HIRE:

These terms and conditions apply to all room/space hire at Miramar and Maupuia Community Centre. Please read them all in full – agreeing to them is part of your booking. Also, please make sure all relevant people in your group are aware of them. For the purpose of these terms and conditions, 'we' or 'us' means Miramar and Maupuia Community Centre; 'you' means you, the hirer, and 'event' means whatever you are booking the space for. No subletting of the Miramar and Maupuia Community Centre is permissible by hirers. All bookings must be made through the community centre. Please note that the hirer will be liable for any costs incurred in the collection of outstanding fees.

Sustainability

Our policy is to produce as little waste as possible due to the negative environmental effects. As a centre user, you are a kaitiaki (guardian) for this special community space, therefore we require you to follow our sustainability policy below. We are happy to support you to reducing your waste, so please get in touch for any questions.

- No disposable packaging/dinnerware is permitted. We have enough crockery/cutlery for 60-80+ people for you to use for free. We also provide dishwashing liquid, cloths & tea towels. For larger gatherings, check with us to ensure the correct crockery is available for your hire.
- Please avoid buying single-use decorations e.g.: balloons. Get creative, look online! We also have beautiful bunting available for you to use for free.
- Please STOP and READ the bin signage for guidance on your waste. First consider if your waste can be composted (did it come from the ground/a tree?) If not can it be recycled (numbers 1, 2, 5)?
- Ensure all recycling is CLEAN. Glass recycling bins are located on the shelves outside hall side doors.
- Take your rubbish away with you (that is waste that would go to landfill). Any rubbish left behind will incur a \$20 waste disposal fee that will be taken out of the bond.
- If you use the compost bin, please empty it into the compost heap located on the south fence of the field.
- If the recycling bin is getting full, please empty it into the correct wheelie bins located by Whare Tūmanako (old crèche) entrance.

Before hire:

- You must pay the agreed hire fee two weeks in advance, unless otherwise arranged.
- You must pay a bond of up to \$500 (this amount depends on the nature of your event).
- You will forfeit (lose) your payment if you cancel your booking less than 10 days before your event.
- If you want to attach anything to the walls or ceiling, you must talk to us first.
- You must include setting up and packing up time in your booking.
- If you want an ongoing booking, talk to the community centre manager. You will be expected to pay for the use of the room even if it's not used at this time. There are exceptions if enough notice has been given – again, talk to the community centre manager.
- We reserve the right to decline any applications.
- We reserve the right to cancel any bookings if the space is required for urgent maintenance, or if it's needed for a national or civic purpose, including MMCC events – this is rare and you will be refunded if this happens.

During hire:

- You are responsible for maintaining appropriate behaviour in and around the premises.
- If we have to call a security guard for any reason, you will be charged for this.
- We are not responsible for any damage to, or loss of, anything you bring to our premises.
- Tape or blue tac must not be stuck onto the white trusses/beams

After hire:

- Leave the premises by the time you say you will.
- Unless agreed with us, you must take all personal belongings and equipment with you at the end of your event.
- Take your rubbish away with you (that is waste that would go to landfill). Any rubbish left behind will incur a \$20 waste disposal fee that will be taken out of the bond.
- You will be charged for any damage to our property.
- It's your responsibility to check all the doors and windows are locked when leaving the building. Make sure all heating and lighting is switched off.

HEALTH AND SAFETY, AND EMERGENCY EVACUATION PROCEDURES:

- You are responsible for the wellbeing of people at your event (e.g. preventing injuries).
- Smoking is not permitted on the premises.
- You must nominate one 'warden' for every 100 people at your event. This person should know the whereabouts of all emergency exits, fire extinguishers, evacuation assembly points and first aid equipment (which must be accessible at all times during your event). We can help you with this – arrange to have a quick tour of the facility before your event.
- The warden must have a working mobile phone on them at all times in case of emergency.
- In case of a fire or other emergency, the warden is expected to:
 - phone 111 to confirm the nature of the emergency and the community centre's address
 - evacuate everyone to the assembly point at the front of the building
 - check that no one is left behind in the building
 - phone Wellington City Council on 499 4444 to let them know what has happened (they will inform us)
 - liaise with the New Zealand Fire Service officer
 - do a head count of the group and let the fire officers know if anyone's missing
 - make sure no one returns to the building until you get an 'all-clear' from the fire service
- In the event of an earthquake that is long and strong, hirers must evacuate the building and move to higher ground in case of tsunami. See Tsunami markings on the road outside the Community Centre.
- The use of smoke or fog machines are prohibited as they set off smoke alarms in the building. If hirers do use these machines they will incur any call out related costs.

The nominated fire warden is

I have read and agree to the above information, terms and conditions for community centre hire, and health and safety, and emergency evacuation procedures.

Name:

Signature:

Date: