

GENERAL CONDITIONS

- a. Please make payments via direct credit to Cooks Beach Community Centre Inc (CBCC)
- b. Bank details:- Westpac, Whitianga. a/c # **03 1578 0070739 00** (please use name and date as reference)
- c. The CBCC reserves the right to vary, cancel or refuse any booking, with reasonable notice, without giving any reason. Bond and Hire Fees paid will be refunded in full in such instances.
- d. All bookings are to be made via the email address contactus.cbcc@gmail.com
- e. Maximum Numbers are 120 seated, 200 standing.
- f. The Centre cannot be sublet without the written consent of the CBCC.
- g. Bookings are non-transferable.
- h. The hirer is the designated key holder.
- i. You must be over 21 years old to hire the Centre. The signature of parent or guardian is required if the hirer is under 21yrs of age.
- j. Hireage includes the use of any crockery and cutlery (minimal) in the open kitchen area, and chairs and tables owned by the Centre. No furniture or chattels are to be removed from the Centre.
- k. Additional crockery is available at a charge by arrangement, reimbursement for any breakages will be taken from bond.

BOOKING, BOND & HIRE TERMS

All hire charges including any deposits, bond and other fees or charges are payable on or prior to due date otherwise the booking will be forfeit. The terms are set out as follows:

Making your Booking

Your booking request must be completed online, submitting your details, event information and your agreement to the hire terms. Your booking will be confirmed by email once approved.

Securing Your Booking

Once your booking is confirmed it will be secured by payment of the bond in full into the nominated CBCC account. You will be emailed an invoice for the bond and a copy of the terms you have agreed.

Hire Fee

The Hire fee will be invoiced not later than 45 days prior to your booking and must be paid in full by not later than 30 days prior to your event. Failure to pay in full by no later than 30 days from your booking will result in forfeiting your booking.

Cancellation and Refunds

1. Any cancellation outside 30 days from the date of your booking your bond will be refunded in full.
2. If you cancel your booking within 30 days of your booking or if you forfeit your booking by failing to pay the hire fee within the terms outlined, you will forfeit 50% of your bond.
3. Cancellations must be sent via email to contactus.cbcc@gmail.com and must be confirmed by CBCC. If a cancellation confirmation is not received contact us through our website.
4. All bond refunds less any deductions for damages or lost keys will be paid within 21 days of confirmation of cancellation or forfeiture.
5. Refunds will be paid into the account from which we received payment.

USE OF THE COMMUNITY CENTRE

SALE OF LIQUOR: If you intend to sell or supply liquor at your function, you may need to apply for a Special License pursuant to the Sale of Liquor Act. Contact the Licensing Agency at the TCDC Whangamata office Ph 07 865 0060

SMOKING and/or VAPING: The Centre is a public place and smoking or vaping is only allowed in designated outdoor areas, please dispose of all cigarette butts, do not leave them in the car park, on the decks or in the gardens.

PRIVATE EQUIPMENT: Posters, banners and stickers must not be affixed to any part of the property and the use of nails, screws and the like is strictly prohibited. Equipment brought into the Centre must be suitably protected to prevent any damage to the walls, floor, benches etc. The Hirer will be liable for any damage that occurs during the hire period.

NOISE CONTROL: It is an offense under the Resource Management Act to create excessive noise. Please be considerate of our neighbours.

FIRE SAFETY: It is the Hirer's responsibility to ensure a Building Warden is designated for Fire Safety and Evacuation. Authorised officers of the Fire Service have full access to the premises in an emergency. It is the responsibility of the Hirer to keep Exits and defined Fire Escapes clear and unobstructed at all times. Extinguishers and hose reels must always be easily accessible.

CLEANING: The Centre is to be left in a clean and tidy condition in an "As you found it" state at the start of the hire. . All equipment utilised during the hire must be cleaned and returned to the correct position at the end of the hire. All rubbish must be removed from the Centre. Bring your own tea towels.

If you would prefer to have the Centre cleaned, we can have someone contact you to organise this, at a rate agreed between both parties.

RECOVERY OF DAMAGES: The hirer will be liable for any damage to the property or chattels incurred during the period hire and reimburse the CBBC for cost incurred reinstating chattels and/or repairing damage.

A full checklist on access, use, cleaning and pack down will be sent to you not later than 14 days from your hire.

AVAILABLE BY REQUEST: If you wish to inquire further about hiring the items below, please advise and we can provide further information.

- **Crockery and cutlery** for 50 – 100 settings Price On Application
- **BBQ** \$20
- **Gas Bottle** BYO or \$50 gas bottle supplied.

SECURITY KEY HOLDERS' RESPONSIBILITIES:

- a. There will be only one Key issued per Hire Agreement.
- b. The key holder is entrusted solely with the Key for the sole purpose of the activity named here.
- c. The Key is not to be used for any reason other than the time or purpose of this application form.
- d. The key should be returned to the Security Key Lock Box when not in use and at the end of the hire period.
- e. In the event that the Key is not returned at the end of the hire, an extra charge of \$100 is payable. You will be given instructions on how to obtain a key prior to your hire.

The CBBC reserves the right to request the key back if any of these conditions are breached.

CLEANING AND ACCESS CHECKLIST

It is important that you leave the Centre in an "As you Found It" condition. To help you, please use this checklist.

- Clean kitchen area, wet mop all areas where food and drink has been prepared or consumed (you will need to use around 6 buckets of hot water for the floors to be left in an acceptable condition).
- Return chairs and tables to their stacked position.
- Bring your own tea towels.
- Clean and flush all the toilets, particularly the men's urinal, and wet mop both bathrooms.
- Clean the hand basins.
- Ensure all lights and heat pumps are turned off.
- Ensure all windows and doors are securely locked, including both top and bottom bolts on front door.
- Please report any damage. (The Hirer may be required to compensate for any damage).
- Please report it if you have any problems with the facilities provided.
 - **Remove all your rubbish** from within the Centre and outside areas. You must take all rubbish with you neither leaving it on the premises, grounds or roadside.
- If the **kitchen was used** during your event:
 - **Wipe down** all surface areas in the kitchen including the fridge, oven and cook top.
 - **Wipe out** the shelves in the fridge.
- **Return the key** to the security key lockbox and ensure that the lockbox is locked.
Please contact us if you would like to contact a local cleaner to help clean the Centre.

SECURITY KEY HOLDERS' RESPONSIBILITIES:

- There will be only one numbered Security Key Code issued per Hire Agreement. The key holder is entrusted solely with the Security Key Code for the sole purpose of the activity named here.
- The Security Key Code is not to be used for any reason other than the time or purpose of this application form.
- The Security key should be returned to the Security Key Lock Box when not in use and at the end of the hire period.
- Change of personnel will require a new hire agreement.
- In the event that the Key is not returned at the end of the hire, the Key holder an extra charge of \$100 is payable and will be deducted from the bond.

It is important that the checklist items are completed for a full refund of your bond.