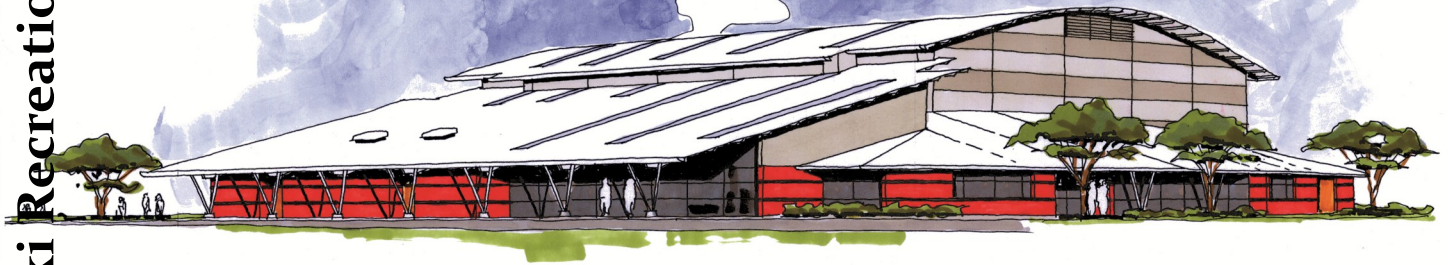


Booking Agreement

2011



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“Tamaki College Community Recreation Trust and Auckland Council a community partnership”.

Booking Agreement

1. A bond of \$400 or \$200 must be paid at the time of booking. This is to cover for, but not limited to: Damage or breakages to building, furnishings or equipment, cleaning, locking or securing the building where this is the hirers responsibility, returning equipment to storage areas, callout of staff outside specified hours and terms of agreement, associated cost of administering the above, If the bond is insufficient to cover the full costs the hirer will be liable for the full cost and balance.
2. By signing below I accept that broken windows in the Sportshall will be invoiced at cost and that I am liable for the full amount and no further bookings may take place whether paid for or booked until the window/s have been paid, approximately \$500 per window.
3. Full cost of hire must be paid at time of booking or 14 days prior to date of booking.
4. Cancellations, a charge of 50% of the booking fee will be retained if cancelled between 14 and 7 days of booking, 100% between 6 and 0 days of booking subject to the managers discretion for multiply bookings.
5. Part block booking cancellations, if we are unable to let space hired the booking charge will be applied. If cancellation results in minimum number of hours not being achieved, the full booking charge will apply.
6. At the managers discretion the hirer will be required to pay for the services of the Centres Security Guard who will be in attendance throughout the entire function. The security guard will have full authority to see that acceptable standards of behaviour are maintained.
7. TCCRC reserve the right to have a member of staff or Police present during the function.
8. The booking shall not be hired to a second party.
9. The premises shall be supervised at all times by the hirer signing or a named individual.
10. The hirer shall be present at least 5 minutes before commencement of booking. Should the hirer fail to be present at the agreed time the building will be locked and no refund shall be available.
11. TCCRC will make available all equipment associated with the booking, however setting up and returning of equipment or furniture is the responsibility of the hirer, booked time should include enough time to set up and clear away, extra time used will be charged at 15 minute intervals. Staff can set gear up but charges apply per session.
12. Smoking or drinking of alcohol is not permitted in any part of the centre. The hirer is responsible for ensuring that the No Smoking policy is communicated to all persons associated with the booking.
13. The consumption of food is only permitted in the designated areas, NO FOOD OR DRINK IN THE SPORTSHALL
14. Liquor is only permitted for special occasions with the prior consent of the Trust Board and in accordance with the Licensing Laws.
15. Activities by groups must not adversely impact on other groups, centre operations, or neighbouring residences, this includes noise in the sports hall, function rooms, car park and is in accordance with the noise control levels.
16. The hirer must take all reasonable steps to ensure that no damage is caused to the building.
17. On completion of the booking the hirer is responsible for ensuring that the building is left secure and that all power appliances are turned off.
18. The hirer is responsible for ensuring that the fire extinguishers are only used for fire fighting purposes.
19. At the end of the hire period the hirer is responsible for ensuring that all rubbish, equipment, and other articles brought into the centre are removed or disposed of in a legal and environmentally friendly manner. The hirer will also sweep and mop all floors if necessary and will leave the centre in a clean and tidy manner to the satisfaction of the centre manager.
20. TCCRC is not liable for loss, damage to, or injury of persons or property whilst in the centre or associated grounds, including car parking, school fields or facilities.
21. The hirer is responsible for their own liability insurance, which may be asked for at any time by the Trust Board.
22. Failure by the hirer to adhere to the terms and conditions of this agreement may result in the hirer being banned from further use of the centre, or people associated with the hirer from making future bookings.
23. The management reserves the right to close any function immediately where the terms and conditions of this hire agreement are not met during the hire period.
24. The hirer will be given an opportunity to correct any failings of the agreement subject to the Manager's discretion.
25. The Management reserve the right to cancel any booking should the centre become unavailable for hire, in this case at least 3 week notice will be given, in the case of an emergency (e.g. loss of power, water damage, etc) as much notice as is practicable will be given.
26. Bookings on statutory holidays will attract an additional charge of 100%.
27. A hirer may not sell products similar to those offered by the recreation centre, other items for sale must be discussed prior to the event and the manager at his or her discretion may refuse permission for those products or items to be sold.
28. Part block booking cancellations, if we are unable to let space hired the booking charge will be applied. If cancellation results in minimum number of hours not being achieved, the full booking charge will apply.
29. Price rises will be advised of as soon as possible, all invoices will be subject to any increase as advertised.
30. All users are required to supply their own first aid kit and be responsible for First Aid should an accident occur, serious accidents should be reported to centre staff and an accident form completed. Centre staff will assist if on duty, however this may not always be possible.

I have read and understood the conditions of hire: _____