



## **Hauraki Kayak Group**

### **CONDITIONS OF HIRE**

#### **Access to venue**

A key will be made available by the HKG booking officer. The key must be returned within five days of the hirer's last booking or a charge of \$30 will be incurred and either invoiced or deducted from the bond.

#### **Bond**

A refundable bond may be required for bookings. Bond payments are to be deposited into the HKG bank account. Deductions from the bond will occur if:

- venue equipment or fittings are damaged
- extra cleaning is required
- you enter into or remain within the venue outside the booked period
- the venue key is not returned within the stated times
- rubbish is left inside and/or outside the venue
- any other breach of these conditions has occurred, resulting in call out charges or other costs to HKG.

Otherwise the bond will be returned in full within 15 working days of the date of the function. If additional charges are incurred the refunding of the bond may be delayed.

#### **Breach of conditions**

Any breach of these conditions may result in:

- forfeit of all or part of the bond
- closure of the function
- refusal to accept future bookings
- extra charges being incurred

#### **Cancellation/additional bookings**

HKG reserves the right to charge a cancellation fee of 50 per cent if a hirer cancels a booking once the booking has been confirmed. This includes bookings cancelled and rebooked for a different day, time or venue.

#### **Cleaning and rubbish removal**

- hirers are responsible for cleaning the venue
- hirers must supply dishwashing materials and tea towels
- chairs and tables must be cleaned and returned to their original location
- the cleaning of the venue is to be completed within the booked period
- hirers must remove all rubbish from the venue after their hire - this includes removal from car park and adjacent areas.

## **Fire safety**

Every hirer is required to be familiar with the procedure for evacuation of the facility in case of fire, and for following instructions of the appointed fire warden. The appointed fire warden must ensure that all means of egress are checked twice during the hire period - once on entering the facility, and once during the course of the function. In case of fire, evacuate the facility immediately then notify the Fire Brigade by phoning 111.

## **Hire charges and payments**

All payments must be paid by the date specified on the customer invoice. The HKG booking officer will advise you of requirements when your booking is confirmed. If charges are not paid by the due date, HKG reserves the right to cancel future bookings.

## **Hire contract**

The hirer's contract must be signed by a person 18 years of age and over and returned to the HKG booking officer at least 10 days before the function date.

## **HKG members**

HKG reserves the right for HKG members to be present at any time.

**Note:** no landlord tenant relationship arises between HKG and the hirer.

## **Hours of use**

Hirers may not enter the HKG facility until the time booked and all functions must end at the completion of the booked period. The booking period must include setting up, dismantling, and cleaning of the venue.

## **Liquor licence**

No liquor is to be sold, supplied or consumed without a Special License from the Liquor Licensing Agency. Application forms are available from Auckland Council and application must be made at least 25 working days before the event date. This includes a 20 day statutory waiting period under the Sale of the Liquor Act 1989. The licence must be displayed within the premises throughout the duration of the function.

## **Loss or damage**

HKG accepts no responsibility for loss or damage to any property of the hirer or any guest or invitee's property which may be brought to the venue, whether within or outside the premises, and does not provide any insurance cover for such property, including property left secured in any storage facility which may be provided.

## **Noise**

Noise from amplifiers and loudspeakers must be kept to a moderate level at all times. Failure to comply with this condition may result in the early closure of your function.

## **Performing rights copyright**

The hirer will be responsible for any fees which might be claimed by and held to be payable to the Australasian Performing Rights Association, or like associations.

## **Prohibited**

- no smoking or chewing gum in any venue
- no use of ballroom powder, confetti or glitter
- no decorations or scenery may be attached to, or hung from any part of the venue without prior written approval of HKG
- no open fires, smoke machines, naked flames (this includes candles and kerosene lamps), barbecues or spits are to be used inside.

## **Private Items**

Private items may not be stored at the premises unless by prior arrangement.

## **Right of refusal to hire**

HKG may, at its discretion, refuse any application for hire and may cancel any booking without assigning a reason. In each case all monies paid will be returned in full.

## **Security**

The hirer is responsible for securing the facility upon completion of the function.

Ensure:

- all lights, heaters, stoves and electrical appliances are turned off
- windows and doors are closed and locked
- alarm is set (if applicable)

A security guard may be required to attend functions involving liquor or night time socials at the discretion of HKG. A guard will be provided by HKG at a cost to be advised to the hirer. The cost of the guard will not be waived if the hirer has their own security. The purpose of the security guard is purely for the protection of HKG property and **not** as security for the hirer's function.

## **Supervision of children**

Please ensure all children are supervised at all times, including in bathrooms, balconies and surrounding areas.