

Kapiti Impact Hub Venue Hire

Term and conditions of hire/usage

1.0 Introduction

We welcome you to Kapiti Impact Hub. We hope you will enjoy the facilities.

Our Trust values making its facilities available for community use.

Below are the terms and conditions for the use of our facilities, along with some helpful information. Please read through this document as it is your obligation to know your responsibilities and to inspect the facilities you are using before your meeting or event takes place.

Please ensure you:

- Meet with our team.
- Ensure you are familiar with the layout of the building and collect keys and alarm codes if required.
- Clarify your responsibilities.
- Understand the health & safety policy and evacuation procedure.

“Hirer” refers to the person making the booking, accepting these terms and conditions and is responsible for paying the hire costs.

2.0 Logistics

2.1 An assigned person will open and lock up the venue at the prior arranged time, unless a key and code has been assigned to you.

2.2 When the hirer has finished with the venue, all seating and any other equipment and furniture that have been moved or used must be returned to the normal seating arrangement and original positions.

2.3 The venue, room, toilets (if used) must be left in a clean and tidy state.

2.4 All rubbish needs to be removed off site by the hirer, if deemed excessive.

3.0 Responsibilities and Liabilities

3.1 The entire site (land and buildings) is smoke, vape, alcohol and drug free.

3.2 A health and safety induction will be conducted for all venue users outlining our Fire Safety and Evacuation Policy and Health and Safety as relevant to your booking. It is your responsibility to follow these guidelines.

- 3.3 If the fire alarm is activated by the activity of the hirer when there is actually no fire, the hirer is responsible for associated costs. The Fire Brigade is automatically notified and a cost of \$1,000 will be incurred as well as a \$250 charge (greater in the weekends) from our monitoring company.
- 3.4 The hirer is responsible for the conduct of all its members and spectators. Children under the age of 13 must be supervised both inside the facility and while using the playground. Prohibited items on site include: Gang patches, weapons, fireworks, flares or flammables, illegal substances, spray paint, tagging equipment.
- 3.5 Any damage to the building, fixtures or property must be notified immediately to the Office. The hirer is responsible for the full replacement cost of any damage or any equipment stolen. The cost to repair or replace any equipment that is deemed beyond normal wear and tear will be the responsibility of the hirer.
- 3.6 The Sound and Audio/Visual Systems Grace Hall must be operated only by Kapiti Impact Trust Staff unless prior alternate arrangements are agreed. You may plug in your laptop to our data projector, but please make sure arrangements are made beforehand for access.
- 3.7 The hirer must not use the keyboard, drums or any other musical instruments in Grace Hall under any circumstance.
- 3.8 Prior approval must be obtained if a hirer is to install additional power or lighting.
- 3.9 The user is only permitted to use the rooms that have been booked. Do not remove or use items found in cupboards or fridges.
- 3.10 There is no alteration permitted to the fittings or structures including driving of nails, screws, bolts, drawing pins into the floor, walls, glass or any part of the building. Use of adhesive material on the walls for posters or decorations is NOT allowed. Blu Tak is fine.
- 3.11 You must take responsibility for any permitted personal items you bring to the centre. Any property found by staff of Kapiti Impact Hub after an event may be collected from the Office. This will be held in the office for one month. We do our best to return lost property, but we are not liable for any loss or damage that may occur.
- 3.12 Kapiti Impact Hub has residential neighbours with whom we try to maintain good relations. One issue that can easily upset neighbours is excessive noise. All users of the site are to ensure that their activities do not generate excessive noise and that respect is shown to our neighbours at all times.
- 3.13 Functions must cease by 10.00pm and the premises vacated by 10.30pm. This is a requirement of our Resource Consent. No noise can occur before 8am.
- 3.14 The securing of equipment and property including alarming and locking the building/s prior to exit is the responsibility of the hirer.
- 3.15 Should the hirer activate the alarm system they are responsible for immediately notifying the security company to avoid being charged the call out fee of \$95.00 for a guard visit. This fee is subject to change without notice.
- To avoid the call out fee phone the Security company on activation of the alarm system then contact the building contact provided.
- 3.16 Please make sure that all safety precautions (as required by law) are taken to eliminate injury to persons and damage to the premises and equipment.

3.17 Please make sure that rooms that are not part of this hireage are not entered or doors that are locked remain so. Please check before leaving that all windows and doors have been secured.

3.18 Registered Guide and Hearing Dogs are permitted in all areas of the Hub except those used for food preparation.

3.19 Kapiti Impact Hub Staff have right of entry to the premises for any purpose at any time during the hire period.

4.0 Deposit and Payment

4.1 All prices quoted include GST.

4.2 All signed Hire Agreements that span a calendar year have a life of one calendar year. Pricing and other applicable items are subject to change at that point.

4.3 A non-refundable deposit is required when booking the venue; this will be discussed depending on the venue hired. Charging of a deposit is at the discretion of the Trust and their representatives.

4.4 Late cancellation may incur a penalty fee or loss of deposit.

4.5 The hirer of the facilities agrees to indemnify Kapiti Impact Trust against any claims.

5.0 Cleaning Fee

5. A cleaning fee will be charged if the venue is left in an unsatisfactory state. Any additional costs to remove stains etc will be passed on to the hirer.

5.1 Grace Hall has a cleaning fee of \$80 minimum

5.2 Tui, Moa and Kea Rooms, Ignite Room has a cleaning fee of \$50 minimum

All previous publications stating our Pricing, Terms & Conditions are superseded by this document. Without prejudice to all the terms and conditions mentioned, the hirer/user will make sure that any activity, behaviour, event or usage of the facilities are not contrary to the values of Kapiti Impact Hub/ Trust.

I have read through and understand our obligations with regard to hiring any of the facilities of Kapiti Impact Hub.

Name hirer: _____

Name of organisation: _____

Signed: _____ Date: _____

Signed on behalf of Kapiti Impact Trust: _____