



Kapiti Impact Hub Venue Hire

TERMS AND CONDITIONS of HIRE/USAGE of Kapiti Impact Hub Facilities

INTRODUCTION

1.1 We welcome you to Kapiti Impact Hub and trust you will enjoy the facilities.

1.2 Our Church values making its facilities available for community use.

1.3 This document contains the terms and conditions for the use of our facilities, along with some helpful information. It is your responsibility to inspect the facilities you are using before your meeting / event takes place and to:

- Meet with our Administrator.
- Ensure you are familiar with the layout.
- Clarify your responsibilities.
- Understand the health & safety policy and evacuation procedure.

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 If using the kitchen, please inform us if require tea towels (apart from meeting room 1 and 2 where these are supplied). Please ensure that any hot water urns are not left on after you have finished. This could cause a fire hazard.

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

2.6 No eating or drinking permitted in the Auditorium unless permission is given.

Responsibilities and Liabilities

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

3.2 A copy of our Fire Safety & Evacuation Policy & Health & Safety document needs to be read by you. A copy will be given to you when you first come to the facilities along with a H&S induction.

3.3 If the fire alarm is activated by the activity of 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 fire monitoring company.

3.4 The hirer is responsible for the conduct of all its members and spectators. Supervision must be provided for children.

3.5 Any damage to the building, fixtures or property must be notified immediately to the Office Administrator. 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/user.

3.6 The Sound and Audio/Visual Systems in the Auditorium must be operated only by Kapiti Impact Church Sound/Video Desk Operators unless prior alternate arrangements are agreed. You may plug in your laptop to our data projector, but please make sure arrangements are made beforehand.

3.7 The hirer must obtain consent to use the keyboard, drums or any other musical instrument.

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 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.

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 10.30pm and the premises vacated by 11pm. This is a requirement of our Resource Consent.

3.14 Security of buildings and equipment is the hirer's responsibility.

3.15 Should the user activate the alarm system they are responsible for immediately notifying the security company to avoid a call out fee of \$45 + GST. Phone Main Security on activation of the alarm system.

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. 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. If you have a large number of vehicles in the car park, make sure you check frequently for security reasons.

Deposit and Payment

4.1 All prices quoted exclude 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 dependant on venue hired.

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/Church against any claims.

Cleaning Fee

5. A cleaning fee of \$50.00 plus GST minimum 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 / user.

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 Christian values of Kapiti Impact Hub.

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

Name of Organisation: _____

Name of delegated representative: _____

Signed: _____ Date: _____

Signed on behalf of Kapiti Impact Trust: _____