

ALEXANDRA SERVICE CENTRE NGĀ HAU E WHĀ MEETING ROOM

TERMS AND CONDITIONS OF HIRE



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SECTION 1

GENERAL TERMS AND CONDITIONS OF HIRE FOR COMMUNITY FACILITIES

1. BOOKINGS

Bookings for Council facilities will be approved on a case-by-case basis. Confirmation of your booking is also confirming you will adhere to all central government Covid-19 restrictions listed on the Covid-19 official website here on www.covid19.govt.nz

Users are encouraged to use the COVID Tracer App QR Code posters which are installed by main entrance doors to keep a record of when they have used the hall.

All bookings to Central Otago District Council phone 03 440 0056.

A tentative booking for a selected date shall be permitted where the actual date is uncertain. However, should another application be received for that date, the party who made the tentative booking shall be required to confirm the reservation verbally or in writing within such time as stipulated.

2. ACCESS PRIOR TO TIME OF HIRE

Access may be permitted prior to the time of hire for the purpose of making preparations preceding the hire period, provided the venue is not required for another engagement.

3. FEES & CHARGES

Charges for the use of the facility will be quoted when confirmation of the booking is made. Refer to [CODC Fees and Charges](#)

4. LIABILITY FOR PAYMENT OF RENT

In the event of the venue not being required, the person or organisation that initially booked the venue shall be responsible for payment in full unless advice of cancellation is received seven days prior to the proposed hire date.

5. BOND

A bond shall be payable to the Council when a confirmed booking for a social function is agreed, unless agreed otherwise.

6. RESPONSIBILITY FOR COMPLYING WITH THE CONDITIONS OF HIRE

The hirer shall appoint an adult to accept responsibility, sign the hire agreement and ensure compliance with the conditions of hire.

This person shall be deemed to have accepted the responsibility for complying with the conditions of hire, including the Sale and Supply of Alcohol Act requirements (refer Clause 12).

7. POWER TO REFUSE HIRE OF THE VENUE

It shall be at the discretion of the Council to refuse to let the venue on any occasion.

8. PERMITTED NUMBERS

Refer to the Terms and Conditions of hire (Appendix 1) relating specifically to the local venue.

9. NO SMOKING POLICY

Smoking is not permitted in any part of the venue. Any cigarette butts left outside the venue must be removed.

10. FIRE PREVENTION

The hirer shall observe the requirements of all Acts and Regulations in connection with Danger from Fire and the Council's "No Smoking" policy. All exits are to be kept clear of obstacles.

11. EVACUATION OF PREMISES

The hirer shall in the event of an emergency, ensure the premises are vacated and that the appropriate Emergency Service is alerted.

12. SALE AND SUPPLY OF ALCOHOL

If you are holding an event where alcohol will be for sale, then a special Licence is required.

Alcohol is deemed to be for sale if you are selling over the bar, charging a fee such as an entry fee, ticket price or other payment for an alcohol-inclusive matter, if the cost of alcohol is included in pre-sold tickets, or if you ask for koha or donation in relation to an alcohol-inclusive matter.

The adult appointed (refer Clause 6) shall be deemed to have accepted the responsibility for complying with the Sale and Supply of Alcohol Act requirements. All functions must be supervised by adults.

Persons under the age of 18 years **shall not** be served alcohol on the premises.

It is recommended that hirers supply food, low or non-alcoholic beverages and provide transport for their patrons.

13. SOUND

All sound requirements are the responsibility of the hirer including any appropriate licenses to prevent infringement of copyright (s93 (3) of the Copyright Act) in relation to the playing of sound and video recordings.

14. NOISE LEVELS

Noise must be kept within acceptable limits to avoid disturbing residents in the locality. All live or pre-recorded music must cease at 1.00am, unless otherwise stated in the information sheet relating to the specific local facility. (Refer Section 2)

15. SUB-LETTING

Sub-letting of the venue is prohibited.

16. ADVERTISEMENTS

Advertisements in newspapers for functions or events to be held in the venue must include the full name of the organisation arranging the function.

17. INSURANCE

The hirer shall be held responsible for the insurance of any items, exhibits etc that they have brought into the venue during their booking.

The hirer shall indemnify the Council against any loss or damage to property, furniture, fittings, appliances or apparatus caused or suffered during or arising out of the hire or any other claims.

18. VENUE USE

The venue shall only be used for the purpose for which it has been let. If, in the opinion of the Chief Executive or their authorised officer, the venue is being used for a purpose other than that for which it has been let or if anything is done or proposed to be done that will create a nuisance, the hirer shall stop such unauthorised use or actions, failing which the venue may be closed.

19. DAMAGE

No nails, screws or fixtures or other fittings are to be fixed to any surface that may tend to disfigure the appearance of the venue or damage it in any way.

20. STORAGE OF FURNITURE AND EQUIPMENT

The hirer shall be responsible for setting up the venue for their function and for storing all furniture and equipment back in the appropriate storage areas. If this is not done, then Council may employ a contractor to do this and costs shall be recovered from the hirer.

21. ELECTRICAL APPLIANCES

The hirer shall ensure that when electrical appliances have been used, they must be thoroughly cleaned and switched off at the wall before vacating the venue.

22. SECURITY

The venue must be securely locked at all times when unattended and **all** doors and windows are to be securely locked at the conclusion of the hire.

23. CLEANING

The venue shall be left clean and tidy prior to the hirer vacating the premises. Failing to do so will render the hirer liable for any additional expenses incurred by the Council or its contractors, in cleaning or tidying the venue.

24. REMOVAL OF RUBBISH

The hirer shall remove all rubbish from the premises. Event organisers are encouraged to minimise and recycle waste.

25. REMOVAL OF HIRER'S CHATTELS FROM VENUE

At the conclusion of the hire, the hirer shall remove all of their equipment including decorations, goods, chattels and effects from the venue within the time required by Council, otherwise they may be removed at the hirer's expense and an additional charge made to the hirer for the extended use of the venue or part thereof.

26. ANIMALS

No animals of any description shall be allowed on the premises.

**THESE CONDITIONS WILL BE ENFORCED BY THE
CENTRAL OTAGO DISTRICT COUNCIL**

SECTION 2

SPECIFIC CONDITIONS OF HIRE FOR THE ALEXANDRA COMMUNITY CENTRE

1. BOOKINGS

Enquiries for hiring the Alexandra Service Centre can be made by contacting the Alexandra Service Centre, 1 Dunorling Street, Alexandra 03 4400 056. Bookings to be made within business hours only.

2 PERMITTED NUMBERS

The maximum number of people permitted:

Ngā Hau e Whā Meeting Room – 50 seated

3 HEATING

Heating of the rooms are by heat pump and in winter background heat is provided by radiators.

4 MAINTENANCE PROBLEMS

Any maintenance issues please report to the front reception.

5 TEA MAKING FACILITIES

Please indicate on the application form any tea making facilities required and the number of people attending. Please note that there will be an additional cost for this service.

SECTION 3

FIRE AND EVACUATION PROCEDURES

The adult appointed to accept responsibility for complying with the Terms and Conditions of Hire for the Molyneux Stadium, shall make themselves aware of the Fire Safety and Evacuation Procedures for the Stadium.

The Hirers responsibilities are as follows:

1. Ensure that the “No Smoking Policy” is complied with within the venue.
2. Ensure that all exits are kept clear and that all exit doors are able to be opened from the inside at all times.
3. To ensure that in the event of emergency, the hirer shall assume the responsibilities of the Building Fire Warden and the evacuation of occupants.
4. Break the glass on one of the manual fire alarm units located in the stadium or foyer
5. Direct all occupants to leave the building and assemble at the carpark on Dunorling Street.
6. Ensure that all areas are checked for occupants.
7. Ensure that someone is nominated to assist any persons with disabilities.
8. Ensure that in the event of an emergency, other than fire, a 111 call is made to the appropriate Emergency Service.
9. Ensure that no one returns to the building until the “all clear” has been given by Emergency Services.
10. Liaise with the Emergency Services Officer In Charge.
11. On the instructions of the Officer in Charge, advise the occupants of the “all clear”.

In the event of a fire, occupants should not put themselves at risk and should only attempt to extinguish a fire after the alarm has been raised, occupants have been evacuated, and then only if it is safe to do so and only if the correct extinguishing medium is available.

SECTION 4

EQUIPMENT LIST

CHAMBERS



- 1 x Boardroom Table
(made up of 6 separate tables all with power, USB, HDM1 points and can be together or separated in classroom configuration)
- 2 x Tables
- 18 x Boardroom chairs
- 25 x Chairs
- 1 x Projector
- 1 x Screen
- 1 x Whiteboard

SECTION 5

FLOOR PLAN

