



RANUI COMMUNITY CENTRE

474 Swanson Road, Ranui, Auckland 0612 • P.O. Box 70012, Ranui
Telephone (09) 833 6280 • E-mail: info@ranuicommunitycentre.co.nz

HIRE AGREEMENT

Today's date:

Contact Person:

Name of Company/Group:

Address:

Home Number:

Mobile Number:

Work Number:

Email Address:

Reason for Hire:

Numbers Attending:

Days of hireage	Room Hireage per/hour Plus GST	Start/Finish Time	Total Hours	
	Combined, Blue/Green Room = \$50.00			
	Green Room = \$25.00			
	Blue Room = \$28.00			
			TOTAL	

Payment Options: Cash, Eftpos, Online.

ASB Bank Account: 12-3039-0027933-00

Please use name as reference.

**Please read our terms and conditions attached to this agreement.
I hereby confirm I have read and accepted our terms and conditions.**

Signed: _____ **Date:** _____



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TERMS & CONDITIONS

Payment, Bond & Refund

A \$300.00 Bond with a \$25.00 non refundable deposit is required upon booking, the balance is required to be fully paid 5 days before the booking date. Payment can be made by cash, eftpos or direct credit. **RANUI COMMUNITY CENTRE / Bank Details: 123039 0027933 00.** Once payment is received we can confirm your hire date and enter into our confirmed booking calendar. Monies must be paid in advance to the hire date. **Bond Refund** will be refunded once the magnetic key has been returned (no later than 3 working days after hire date) AND that the following is adhered too:-

1. That any property belonging to the Community Centre is not lost or damaged
2. That cleaning and repairs to the building and or property is not required.

Kitchen Facilities

You will have the use of our kitchenette (in the foyer) during your time. There is a microwave, oven, small fridge and urn for your use. You will need to bring in your own tea, coffee, sugar, cups, milk, tea towels etc. We suggest you come and view the kitchenette prior to your hire date to ensure that you bring everything you need. Please ensure you clean up after yourself and take all your rubbish with you. Please note that this is a communal area for all house users so you may be required to share these facilities. We ask you to be mindful and considerate.

Magnetic Keys & Security

The Magnetic Key is to be returned no later than 3 working days after your hire date. If you cannot return on time please phone the office on (09)833-6280. It is the Users responsibility to keep the building secure at all times. The person that is on the 'Hire Documents' is responsible for the Magnetic Key and any information regarding 'entering and exiting' should not be passed onto any other person/s. If the magnetic card is lost please report it straight away to the Manager. A sum of \$50.00 will be deducted from your bond should you lose the magnetic Key. If your group activates the alarm and a security guard is dispatched, the cost of this will also be deducted from the bond. If the emergency alarm is activated and management need to attend the site outside of office hours as displayed on the building, there will be a callout fee of \$125.00 When leaving please check all doors, windows are locked, all lights, heaters, air conditioning unit, stove, urn is switched off and the outside security light is left on. Double check if the main door is locked upon leaving.

Cancellation

The Community House reserves the right to charge a fee of:-

- \$25.00 of the bond non refundable if cancelled from the day of booking, an administration fee.
- 50% if cancelled within 5 working days.
- 100% if cancelled within 24hours working days of the booking date.
- If no cancellation has been made and the keys are not handed in, you will be charged accordingly.

Initials:

Equipment

No items belonging to the Community Centre is to be removed from the premises.

Environment

Children - Children must be supervised at all times by a responsible adult.

Animals - No animals are allowed in the Community Centre with the exception of working dogs i.e. hearing, seeing etc

Smoking - The Community Centre is a smoke-free environment.

Alcohol - Strictly no alcohol is permitted on the premises.

Music - No amplified music/equipment to be used on the premises after 9.00pm



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Time - Please vacate the Community Centre at the designated time as there maybe groups using the facility after you.

Emergency & Evacuation Procedures

Instructions for emergency procedures are displayed in all common areas. Please make yourself familiar with them.

First Aide

Each User is responsible for providing First Aid assistance if required.

All accidents/injuries must be reported to the office phone 098336280 or email info@ranuicommunitycentre.co.nz

Cleaning

You are required to tidy up after use. This means vacuuming if need be and emptying after use, wiping down tables, chairs, taking your own rubbish and putting the furniture back to the original layout. A copy of the layout is located in each room. In the case of the above not adhered to and a cleaner is required to come in, the associated costs will be deducted from your bond upto \$75.00 per hour.

Damages

In the event of any damages occurring please report to the Manager as soon as possible. Cost incurred through wilful damage or damage caused through inappropriate use of the facility or its content will be responsibility of the User. If damage is not reported then the User will be held liable for the cost of repairs which will be deducted from your bond and/or invoiced to you.

Please note there is 24hr surveillance operating at all times during your time at the Centre.

KEY REGISTER	
Name:*	Date :
Magnetic Key #	
Signature Hirer:*	Signature RCC:
Name:*	Date Returned:*
Magnetic Key # Returned:	
Signature Hirer:*	Signature RCC:
Notes:	