

Manu Tukutuku Room Hire Agreement

This is a contract between the applicant and Randwick Park Sports and Community Trust for the hireage of Manu Tukutuku.

Contact Details

Full Name			
Address			
Phone		Email	
Bank Account Details			

Booking Details

Description of Event			
Date		Start Time	
Number of Guests		Finish Time	
Room being Hired		Hire Fee	

GENERAL

- **The building must be left clean and tidy.** This includes;
 - The removal of all rubbish
 - Dishes cleaned and returned
 - Wiping of bench and table tops
 - Furniture returned to original layout
 - Toilets clean and tidy
 - Any bodily messes cleaned
- **Toilets MUST be checked** regularly throughout hire to prevent toilet blockages. If they are not tidy or items are found on the ceiling or floor you will be **charged an extra cleaning fee of \$150.00.**
- Do not move any furniture outside the building. There will be a photo layout of tables and chairs in the foyer for your reference if needed. **Please do not drag furniture across the hall floor.**
- You **must close and lock all windows and doors** when you leave the building. If you do not, you will be **charged a call out security fee of \$150.00.**
- The building is monitored and alarmed. If you access the building over and above your hours allocated, you will be **charged for this extra time.**

CANCELATION

- If you wish to cancel your booking the hirer must provide Manu Tukutuku with two weeks' notice in advance. This will ensure any hire costs paid will be returned.
- Upon rare occasion Manu Tukutuku at its discretion, may require the building for any unforeseen event such as a tangi. The Lead Navigator will give you no less than 48 hours' notice in this event.

BOOKINGS

- Hirer will be issued with a key and swipe card. **Please return key and swipe card within two working days** after your booking.
- Hirers must state the purpose for which Manu Tukutuku is being used.
- Health and Safety regulations allow a maximum of 200 people.
- Subletting Manu Tukutuku is prohibited.

ROOM HIRE CHARGES

- The room hire charge must be paid by direct credit into our bank account: **Randwick Park Sports and Community Trust 12-3083-0028618-00**

BOND

- **A bond of \$150.00 is required in some circumstances, especially when room hire happens outside of normal business hours.**
- The Bond will be refunded within 5 working days upon receipt of the key/swipe card, as long as the terms and conditions in this agreement are met and approved by the Lead Navigator.
- Bond will be refunded **via online banking only.**

ADDITIONAL CHARGES

- Any additional charges for extended usage of the building, any extra cleaning, damage repair or replacement cost, security callout or rubbish removal, as outlined in this agreement will be advised to you.
- These additional charges will itemised in an invoice to you, with payment due within seven days of that invoice.
- If a bond has been lodged, any additional charges up to \$150.00 will be deducted from that bond. Should the sum of additional charges exceed the \$150.00 bond lodged, then payment of the remainder is due within the terms of the invoice.

BUILDING AND SAFETY INDUCTION

- You are required to have a full induction of the building for safety purposes. Please allow 45 minutes.
- All those attending your event must be made aware of all Health and Safety requirements, including the location of fire exits, extinguishers and fire blankets.
- Please report to the Lead Navigator if an incident/accident or hazard occurs during your hire.

SAFETY & EMERGENCY PROCEDURES

- In the case of an emergency dial 111.
- Fire alarms and extinguishers are located the Riverton Drive entrance door, Magic Way emergency exit door and multiroom emergency exit door.
- There are two fire blankets in the kitchen incase of a small fire.
- Fire safety procedure is displayed at Riverton Drive entrance door.
- Do not obstruct the fire exit doors.

SECURITY AND CALLOUTS

- Noise levels are to be kept to a reasonable level, keeping in mind the residential areas surrounding the building.
- Do not use smoke machines or any similar apparatus that may set off our smoke detectors. If the detectors are activated, **you will be charged a call out fee of \$150.00 to reset the alarms.**

- Auckland Council monitors Manu Tukutuku. A report is sent to us for alarms set.

CLEANING OF PREMISES

- Cleaning equipment (mop, broom and vacuum) is kept in the cleaning cupboard. If you use the vacuum, please ensure it is emptied out and the filters cleaned when you are finished.
- ONLY use the chemical-free cleaner provided, for the black multiroom floor.
- **All rubbish**, including leftover food, must be taken with you. **You will be charged \$20 for non-removal of your rubbish.**
- All decorations are to be removed and taken with you.
- Any outside areas used (including foyer and carpark) to be left clean, tidy and rubbish free.
- If the oven or microwave are used, these must also be left clean.
- If using the dishwasher, please place it on fast program. If the dishwasher is on, please do not put the plug in the sink beside it, or it will block up. **You must empty the dishwasher before you leave.**

SMOKING & ALCOHOL

- **SMOKING is NOT** permitted inside Manu Tukutuku or outside. **Smoking is only permitted in the carpark area.**
- **ALCOHOL is NOT** permitted inside or outside of Manu Tukutuku. There is an alcohol ban on the full park area.

DISCLAIMER

- It is clearly understood between the parties, that the Randwick Park Sports and Community Trust/Manu Tukutuku has no responsibility for any equipment brought onto the premises by the hirer/patrons. Any charges incurred as a result of your hire WILL be charged to you.

DISPUTES

- In the event of any dispute or difference arising as to the interpretation of these conditions or as to any matter therein contained, the decision of the Lead Navigator and the Randwick Park Sports and Community Trust shall be final and conclusive.
- **Phone 021 0263 0184 OR (09) 267 9870 if you have any questions or concern.**

DECLARATION

I have read and accept the Terms & Conditions of this Room Hire Agreement for Manu Tukutuku.
I am over 18 years.

Name of Applicant

Signature of Applicant Date.....

Centre Office Signature Date.....