

## **TERMS AND CONDITIONS OF HIRE @ GLCC**

The on duty caretaker is responsible for the Centre after hours; please ask if you need any help.

### 1. Payments

- A booking fee of \$15 is required before your booking can be confirmed. This booking fee is non refundable but will be deducted from your room hire fee.

GREY LYNN COMMUNITY CENTRE INC

ASB 12 3022 0280908 00

Please use Booking Date and Booking Name as reference.

- We will confirm your booking when we receive your completed booking form and booking fee.
- Payment in full must be received at least five working days prior to your booking date.
- You may be required to pay a bond. The bond will be returned to you when we are satisfied that all conditions have been complied with.
- Extra charges may occur if you or any person associated with you enter the room before the booking time or take longer to vacate.
- Any cost incurred by GLCC to rectify a breach of any of the above-mentioned terms and conditions will be deducted from the bond.

### 2. Cancellation

- Unless five working days notice is given, a cancellation fee of 100% of the room hire fee will be charged.
- Your booking fee of \$15 will not be refunded if booking is cancelled.

### 3. Vacation of Premises

- You must leave the room by the end of your booking time.

### 4. Cleaning

- Hirer's Responsibilities:

A. You must remove ALL rubbish from the centre, including recyclable rubbish, such as plastics and bottles. This also

includes any rubbish left in the centre grounds as a result of your function.

B. You must wipe down all trestle tables and chairs used and pack away in the storage areas provided.

If your function involves alcohol there is a cleaning fee of \$115.

This will include:

Sweep and mop the floor.

Sweep and mop the kitchen floor.

Wipe down kitchen surfaces, fridge, oven and microwave.

All other cleaning is your responsibility.

#### 5. Fire alarm

- NO smoking, candles, incense, smoke machines, toasters or any smoke-emitting devices are permitted to be used in the Building.
- Barbeques should be placed as far away from the building as possible.
- The extractor fan must be turned on when using the stove or microwave

NOTE: The hirer will be liable for the Fire Brigade call-out fee and cost of resetting the alarm, should the fire alarm be set off during their period of hire. This fee may be in excess of \$1300.00.

#### 6. Alcohol

- We require the Hirer to obtain a special licence from Auckland City Council for any event at which alcohol will be SOLD at 'GLCC'.
- A special licence application takes approximately 25 working days to process.
- Applications for licences are available from the centre co-ordinator.
- Alcohol may only be consumed in the main Hall.
- The special licence must be shown to the Manager prior to the use of the Hall, and displayed in a prominent location during the use of the Hall.

#### 7. Music and noise

- Music and noise levels must be kept at a reasonable level.
- The Hirer will be liable for any monetary cost arising from complaints regarding noise.
- Music must be turned off by 11.30 pm.

8. Health And Safety

- As hirers you are responsible for the Health and Safety of your clients or attendees according to any current Health and Safety legislation

PLEASE NOTE THE BOOKING IS FOR THE ROOM ONLY. THE PLAYGROUND IS A PUBLIC AREA AND NOT EXCLUSIVE-YOUR CHILDREN MUST BE SUPERVISED

I agree to the terms		I do not agree to the terms	
Have you Paid your \$15 Booking fee		What was the Date Paid	