



CONDITIONS OF HIRE

Booking, Deposit & Bond

- 1 All bookings for use of the Orewa College facilities are to be made through the Booking Manager at Orewa College (College). Phone (09) 427-3833.
- 2 A booking is considered to be confirmed when a deposit of no less than 25% of the venue hire fee is lodged prior to the usage date. This deposit forms part of the hire charge which must be received in full no less than seven days prior to the usage date.
- 3 If the booking is cancelled within 30 days of the event, the deposit shall be forfeited.
- 4 A refundable bond will be required for all bookings. This Bond will be the greater of \$300 or 50% of the Hire amount. The bond is payable with the full booking fee and will be refunded upon all conditions of hire being met.

Keys, Access and Security

- 5 The College facilities have no on site centre manager and as such unlocking, locking and properly securing the premises (including activating the alarm) is the responsibility of the Hirer.
- 6 Information regarding pickup and return of keys will be advised at the time of booking confirmation.
- 7 It is the Hirers responsibility to return the keys.
- 8 It is the Hirers responsibility to ensure there is sufficient security for their event. The College reserves the right to require that specific security be employed as a condition of the hire.

Use of facility

- 9 The Hirer shall only use that part of the facility that has been hired and paid for, and for the time specified.
- 10 The Hirer will be given Fire Safety regulations and guidelines. These must be followed including noting maximum occupancy numbers for the facilities hired.
- 11 The Hirer does not have the right to sub-let facilities.
- 12 Smoking is prohibited in all buildings and grounds of Orewa College. This is a legal requirement.
- 13 Liquor consumption on the premises is by prior consent of the College and will be subject to the Hirer obtaining and producing the required Special Licence if needed. Liquor may only be consumed within the confines of the building.
- 14 BYO alcohol is not permitted in the Centre for a public event. No advertising of BYO alcohol for a public event held in the Centre is permitted.
- 15 Any event held in the facility must conclude by 12 midnight and the premises vacated by 1am. For an event to run later than this a Special Licence is required from the Auckland Council.
- 16 No naked flame or dry ice shall be used within any Orewa College building, without the prior written consent of the College. Hirers should be aware that either of these may set off the fire alarms.
- 17 The Hirer shall designate a person to act as Fire Building Warden pursuant to the Fire Safety and Evacuation Building Regulations 1992 and be fully conversant with the actions required of them in the event of fire. (Fire Warden Responsibilities attached). For Fire and Safety reasons the **Hirer must ensure that all access doors are unlocked.**

- 18 All permanently mounted sound, lighting and AV equipment in the facility may only be used in consultation with the College and only under the guidance of a technician approved by the College.
- 19 **No chewing gum is to be brought into the College buildings or grounds.**
- 20 The Hirer shall be responsible for, or be required to make good, any loss or damage to property, furniture, fittings, appliances or apparatus. Failure to do so will mean that the repairs or replacement will be completed by the College and the cost deducted from the Bond. Should the Bond be insufficient to cover this cost the additional amount is payable by the Hirer.
- 21 The Hirer shall be responsible for any charges incurred by emergency services during the hire period.
- 22 The Hirer shall ensure that at completion of the event and before leaving the premises, that all lights, heaters, and taps are turned off and that all windows and doors are closed and locked. Any damage arising from a failure to do so will be the responsibility of the Hirer.
- 23 The Hirer shall remove all chattels, goods, effects and equipment belonging to the Hirer from the facility at the conclusion of the usage period or at a time agreed with the College.
- 24 In the event of a power cut, the Centre has emergency lighting for a minimum of 20 minutes. If full power is not restored after 20 minutes, the building must be evacuated until such time that full power is restored. The Hire Facility Manager, Adrienne Croad must be notified by the Hirer if a power cut occurs during the hire period. Ph 027 242 0676. No refund will be given for an event disrupted by a power cut, water cut or other crisis situation.

Cleaning

- 25 The facility is to be left as you found it. Any loose rubbish on the floors of the building, the immediate footprint area and in any car park areas used, is to be removed and all accumulated refuse removed from the site.
- 26 Unless directed otherwise by the College, chairs and any other furniture items are to be returned to where they were found.
- 27 If a kitchen is used all crockery and utensils are to be cleaned and returned to their proper place, and all kitchen surfaces are to be cleaned.
- 28 The College will attend to any vacuuming of carpeted areas and sweeping and mopping of other areas. The College will also attend to the cleaning of toilet areas.
- 29 Only the areas hired are to be used by the hirer. If other areas are used and require cleaning, a sum will be subtracted from the bond to cover this.

College Liability

- 30 The college will not be responsible or liable for any loss, theft or damage of any property of the hirer or of any user of the facility regardless of cause.
- 31 Any items brought in by the Hirer are the responsibility of the Hirer and will not be covered by the College Insurance. We recommend appropriate insurance cover be obtained.

Contact in case of Emergency

If the Fire Alarm goes off, call 111 and ask for FIRE. Evacuate the building as per the Fire Evacuation Procedures document you have been given.

The College is monitored by Maxtrix Security. If the security alarm goes off or there is a security issue please call 09 579 1567.

Hire Facility Manager - Adrienne Croad – 027 242 0676
Orewa College Maintenance Manager – Kevin Dalbeth – 027 668 9618