

# Dunkirk Road Activity Centre

## CONDITONS OF HIRE

**Hire contract:** Hirers information must be completed and the contract signed and returned to the Centre at least 5 working days before the function date.

**Hire charges:** Payment in full is required 5 working days before the function. This may be made in cash or direct credit to our bank account. Payment by cheque is to be made at least 10 days prior to the function to allow the cheque to clear the banking system. If all charges are not paid by the due date The Board reserves the right to cancel the booking.

**Bonds:** A refundable bond is required for most bookings. Deductions from the bond will occur if:

- The facility or any equipment or fittings are damaged.
- Extra cleaning is required.
- If you enter or remain within the facility outside the hired hours.
- If you set off the alarm by entering outside hire hours or other misuse of the rooms.
- Any breach of conditions occurring resulting in a cost to the Centre.
- Any charges incurred as a result of the hire of the call (e.g. call out charges, insurance excess)
- The fire alarm is activated

Otherwise the bond will be returned in full. If additional charges are incurred the refunding of the bond may be delayed. **IN NO CIRCUMSTANCES WILL THE BOND BE REFUNDED IN CASH.**

**Provision of Keys:** Keys are not given to hall users. Arrangements will be made to ensure the building is opened and closed for your group. Please ensure the doors and windows are closed before leaving.

**Loss or Damage:** The Centre accepts no responsibility for loss or damage of any property of the hirer or any guest or invitee's property which may be brought to the facility, whether within or outside the premises, and does not provide any insurance cover for any such property, including property left secured in any storage facility which may be provided.

The hirer will be liable for any cost relating to loss or damage to the Centre resulting from their negligence or as a direct result of their function.

**Prohibited:** You are not allowed the following items under any circumstance:

- Chewing gum
- Ballroom powder or confetti
- Open fires, BBS or spits inside or in doorways
- Attachment of decorations or scenery
- SMOKING
- Candles (normal birthday cake candles are permitted)
- Sellotape

**Security:** The hirer is responsible for securing the facility upon completion of the function. You must ensure that:

- All lights, heaters, stoves and appliances are turned off
- Windows and doors are closed and locked

**Hours of Use:** Hirers may not enter this facility until the time booked (especially if another group is using the facility) and must end all functions at the completion of the booked period. The booking period includes setting up, dismantling and cleaning of the facility.

**Cleaning:** Hirers are responsible for ensuring the building is left in a suitable condition for the next group to use the facility. Hirers must remove all rubbish from the facility at the completion of cleaning. This includes removal from car park and adjacent grounds.

- Cleaning materials and chemicals are not provided, you must supply your own
- Hirers are responsible for cleaning the facility
- Chairs and tables must be returned to their original location, cleaned and stacked
- The dishwasher must be emptied

- The cleaning of the facility is to be completed within the hire period

**SAFETY:**

**Fire:** Every hirer is required to be familiar with the procedure for evacuation of the facility in case of fire and for following instructions of the appointed fire warden. In case of fire evacuate facility IMMEDIATELY, and assemble near the carpark area, then notify the Fire Brigade by phoning 111.

The Fire Warden must ensure that all means of exit are checked at least twice during the hire period, once on entering the facility and at least once during the function.

Smoke detectors have been installed in this building. If they are activated without proper cause and the fire service respond you will be responsible for all fees incurred including the fire service charge and charges for resetting the alarm system.

**General:** You must request permission to bring any potentially hazardous item into the Centre and ensure steps are taken to prevent injury or harm being caused to any person at the Centre. It is your responsibility to notify the Centre Manager of any hazard at the Centre and take appropriate steps to minimise or eliminate risk to people from that hazard.

The Centre does not provide a first aid kits for Centre users. Please provide this equipment for your group in case of an accident.

**ALCOHOL: Alcohol is not allowed under any circumstances without prior approval from the Centre Manager. Alcohol is only permitted at the discretion of the Centre Manager or Board.** In order to have alcohol you will need to ensure that you have a Special Licence (if required) and meet the requirements as host with regard to food, non alcohol drinks, not serving to minors, safe transport options and steps to ensure the prevention of intoxication.

Alcohol can not be sold either as an item for sale during the function or included in the price of the ticket without a Special Licence from the Auckland District Licensing Agency. This may take up to 6 weeks. If alcohol is sold you will also require a security guard as appointed by the Centre. This cost is additional to any other hire charges and may also be required if you intend to supply alcohol at no cost to your guest.

BYO Functions are **NOT** permitted under any circumstance. Alcohol is **NOT** permitted outside of the building.

**NOISE:** This area is zoned as Open Space 3 which means that our neighbours across the road should only just be able to hear music and noise (a low hum) from your hire group. The maximum decibel reading is 50 decibels in this area. Our advice to hirers is to keep the roadside doors and windows closed and keep the noise levels down. Check your noise by going across the road to see if you can hear it.

**BREACH OF CONDITIONS:** Any breach of these conditions may result in:

- Forfeit of all or part of any bond
- Closure of function
- Refusal to accept future bookings
- Extra charges being incurred, eg cleaning costs or repairs

The Centre and Auckland Council reserves the right at any time for representatives to be present at this facility.

No relationship of Landlord or Tenant arises between the Centre and the hirer.

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