

Terms & Conditions for Hire

for

"The Anchor"

located at

1, Joseph Banks Drive, Whitby

All hire of the facilities must both meet and fulfil the requirements of the Trust Deed.

Definitions:

Standard conditions – these are standard conditions for the casual hire of the facility, separate agreements and conditions may be entered into with individuals wishing to enter long term hire agreements

Designated person – A person (or their nominee) designated by the Trust

The Trust – is the Whitby Bible Chapel Management Trust

You - being the individual or organisation that hires the facility.

1. **Bookings**

All bookings for hire of the facilities must be made through the Trust and a bond (as outlined in the Hire Out rates), plus the full facility hire charge paid, before the key is uplifted. The bond will be refunded when the designated person has checked to see that the facilities have not been damaged during the period of hire.

Deposits, as outlined in the Hire out rates, is payable at the time of booking.

Any functions at the facilities are to be conducted in an orderly and proper fashion.

2. **Cancellations**

If you cancel any booking within seven days of the booking you remain liable for 50% of the full hire charge for that booking. Cancellations with more than 7 days notice will be refunded in full.

3. **Damage**

You shall be liable for any damage done to the property, fittings or fixtures, moveable or otherwise through the act of you or by those attending the use of the facilities. Repairs are to be commissioned by the Trust.

The building must not be disfigured in any way and no posters, bills, etc may be posted.

The Trust is not in any way responsible for the damage to or loss of any property whatsoever placed in the facilities by you or any other person.

You will be responsible for arranging any insurance cover you desire for loss and damage at your own cost.

4. **Safety**

You need to make every effort in areas of Accident Prevention, Injury Protection and Promotion of Health in compliance with current legislation on Health & Safety.

Any unsafe practice or equipment must be investigated and if possible eliminated or minimized.

Any accident or injury occurring on the facilities must be reported to the designated person as soon as possible.

5. **Decorations**

The facilities must not be disfigured in any way and no posters, bills etc may be posted anywhere.

Only those decorations which can be arranged independent of the building structure will be permitted. The use of nails, tacks, drawing pins, staples or adhesives is prohibited.

6. **Access**

The designated person of The Trust will have access to the facilities at all times during the hire. At all functions we shall, on request, give every reasonable assistance.

7. **Contacts**

If you wish to make arrangements for additional seating or tables, you must contact the designated person to make these arrangements at least 7 days before use.

You are responsible for providing any additional equipment required for the hire at your own cost.

8. **Cleaning**

You shall ensure that the facilities are left in a clean and tidy condition at the conclusion of the hire. If the kitchen has been used, please put any dishes in the dishwashers and turn them on if full.

Failure to comply with this will mean a forfeit of the bond paid.

9. **Vacating Facilities**

Any hire must cease with the facilities vacated by midnight unless prior arrangements have been made with the Trust.

10. **Compliance**

Users must at all times comply with all bylaws and regulations relating to fire prevention and means of egress in the event of fire or any other emergency whether such regulations or bylaws are now in force or made at some subsequent time. It is your responsibility to be aware of evacuation procedures posted in each room.

11. Heating and Lighting

Use of the central heating system for the gymnasium and auditorium can be arranged through the designated person of the Trust.

No additional heating or lighting shall be arranged without prior permission of the Trust.

12. Liquor and Smoking

No intoxicating liquor or illegal drugs shall be carried, sold or consumed in the facilities or surrounding property.

No intoxicated person/s or those who are under the influence of any other substances are permitted on, or in the facilities.

Smoking is not permitted in the facilities.

13. Compounds

Resin or non-slip compounds are not permitted.

14. Removal of property

No property shall be removed from the facilities without prior consent of a designated person.

15. Confetti

The use of confetti in or around the facilities is prohibited.

16. Departure

You shall ensure that electrical appliances and all lights are switched off, and the security system activated at the termination of the hire of the facilities. *Failure to comply with this condition will mean a forfeit of the bond paid.*

All outside doors are to be locked and ground level windows securely closed before vacating the facilities.

17. Keys & alarm

You are responsible for uplifting the key from the designated person on or before the day on which the facilities are to be used. It should be returned to the designated person the day after the hire or other arrangements should be made at the time of hire.

Extra keys are NOT to be cut, as a breach of this condition will jeopardise your right to future hire of the facilities.

The alarm keypad is situated on the wall to the right of the front door. When enter, press your code to disarm it and when you leave, press 'on' to arm it. You have 15 seconds to close the front door and then lock it.

Setting off the alarm, will result in the security firm being called out automatically, in which case the call-out fee will be at your expense.

The designated person will provide you with contact details as well as a code & explanation for using the alarm.

18. **Rubbish**

All rubbish at the facilities is to be removed.

19. **Furniture**

All furniture and equipment is to be returned to the storage area and stacked. All care is to be exercised when maneuvering furniture within the facilities. Items are not to be dragged over the facilities floor.

20. **Noise level**

After 10.00pm the noise should not exceed 45 decibels, which is equivalent to a normal conversation on the boundary with residential properties unless they are granted a resource consent from Council's Planning Department.

All directions given by Council's Noise Control Officer must be complied with. If the level is found to be excessive, a portion of your bond will pay for all costs incurred.