



BOOKING REQUEST HIRE AGREEMENT

Te Ara Pae Ora is a space created by Whangaroa Health Services Trust where community/whanau can share skills that guide us on our own pathway to a healthy future. Whangaroa Health Services Trust is a community led non-profit, all hires help us to keep the kaupapa open for community benefit. Thank you for choosing our space for your space!

Group Name:
Expected number of participants:
Room Preference:
Nature of activity:
Organisation type (please tick): <input type="checkbox"/> Community group <input type="checkbox"/> Charity <input type="checkbox"/> Charging for services / for profit
<input type="checkbox"/> Casual Hire: Day/Date required:
Times required: In: Out:
<i>(increments of 1 hour only)</i>
<input type="checkbox"/> Regular Hire:
Start Date: ____/____/____
End Date: ____/____/____
Times required: In: Out:
<i>(increments of 1 hour only)</i>
Will you be using your room during public holidays? Yes / No
Will you be using your room during school holidays? Yes / No
<input type="checkbox"/> Commercial Kitchen Hire – sole use /hour/s
<input type="checkbox"/> Portable Chiller Hire /hour/s

Please note: an email will be sent accepting or confirming your booking, and advising any specific terms and conditions of hire relevant to your booking. Casual hires are only deemed confirmed on receipt of full payment.

Name of Person Responsible for Hire: <i>(invoice to go to)</i>

Email Address: <i>We will subscribe you to a venue users email list. You have the option to unsubscribe at any time.</i>	
Physical Address:	Post Code:
Mobile Number:	Landline:
Name of Person who will be on site if different from above:	
This person's email address:	Phone #:

I agree to the Terms and Conditions of Hire and the Health and Safety Policy

Signed:	Date:
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Terms of Hire



Whangaroa Health Services Trust are a community-led non-profit and as such we need everyone's help to make sure we can continue to run our services. The terms and conditions set out below are there to help make sure everything runs as smoothly as possible. We know that not everything goes to plan so please do feel free to get in touch with us if you experience any issues.

Visitor Information:

Address for Google Maps =

Emergency Contact number =

Key lock box and Wifi code = Supplied separately

The following terms and conditions should be read in full and in conjunction with any confirmation email sent and any specific terms mentioned.

When making a booking you will be deemed to have accepted these Terms and Conditions of Hire and agree to make payment.

This document supersedes all previous documents relating to the terms and conditions of hire.

Please retain a copy of these Terms and Conditions of Hire for your reference and if you are not on site during the hire period, a copy must be made available by you to the group facilitator for their reference ensuring awareness of the responsibilities of hire.

Your booking is not confirmed until you have received a confirmation email or letter from our office.

1. General conditions of use

- a) WHST may, at its discretion, refuse any application to hire and reserves the right to cancel booking(s) at any time.
- b) The stated capacity of the hired space must not be exceeded at any time. To do so contravenes fire regulations.
- c) It is the responsibility of the hirer to ensure the health and safety of all persons attending their event, and that the requirements of the Health & Safety in Employment Act 2015 and the Smoke-free Environments Act 1990 are met.
- d) The hirer must not allow any illegal activities to take place in or outside the venue during the hire period.
- e) Notwithstanding any other provision contained in this Agreement, WHST may refuse admission to any person or require any person attending the event to leave the venue grounds at the sole discretion of any WHST staff member.

2. Alcohol

The consumption of alcohol is strictly prohibited in or around the venue grounds.

3. Bookings - Kitchen Hire PRIVATE USE

- a) If you experience any issues with the kitchen appliances advise/email the Office immediately.
- b) Bookings are to be in increments of one hour only.
- c) During private hire the kitchen is CLOSED to all other Centre users.

- d) All surfaces, ovens and hobs must be cleaned after use, including floors, any other equipment used.

4. Cancellation or Amendment of Hire - All Bookings

We understand circumstances may cause a hirer to cancel or amend a booking, however, please note the following:

- a) Any change to original confirmation, be it cancellation or amendment to be communicated to the booking officer.
- b) Cancellation/amendment may be subject to an administration fee of \$20.00.
- c) Where notice has been received and payment made, a refund less the administration fee will be given.
- d) Where notice has not been received, no refund will be made.

5. Disputes

- a) In the event of any dispute or difference arising please see the booking officer.

6. Emergency and Health & Safety

Fire Safety, Emergency and evacuation information is displayed in rooms and around the venue. In the event of the alarm sounding follow the instructions and evacuate the building to the designated Assembly points.

- a) Fire Exits must always be left clear. Access to the exits, including the covered walkways, must be left clear. Chairs must not be placed in the walkways or foyer areas.
- b) Any hazards/emergencies identified must be reported immediately by phoning 111.
- c) It is the responsibility of the hirer to provide first aid supplies.
- d) All activities must comply with H&S at Work Act 2015)

7. Insurance

- a) WHST does not undertake to arrange for or maintain any insurance cover, property, contents or otherwise, for the venue for the benefit of the hirer.
- b) The hirer is responsible for arranging and maintaining any insurance they consider necessary and adequate. That includes any public liability cover required for medium to high-risk events.

8. Internet

- a) Wi-Fi connection is available with the password provided to the hirer separately.

9. Keys & Security

- a) Users will require an access code for the key lock box.
- b) All keys issued remain the property of WHST must be returned to the lockbox when exiting and not to be loaned or used in any unauthorized manner.
- c) The cost of replacement is the responsibility of the hirer.
- d) Lost keys must be reported to WHST immediately.

10. Liability

- a) The hirer will indemnify WHST, its employees or agents against all claims, demands, losses, damages, costs, and expenses arising from the hirer's use of Te Ara Pae Ora or any breach of this agreement.
- b) WHST is not responsible for the loss of or damage to any of the hirer's property.
- c) To the extent permitted by law, WHST shall not be liable to the hirer for any loss arising under or in connection with this Agreement, whether in contract, tort or otherwise. The maximum amount of WHST's liability under or in relation to this Agreement for any loss, damage, claim, or expense is limited to the venue hire price.

11. Noise, Neighbor's, and Music

- a) Noise levels must be always kept to an acceptable level.
- b) Other hirers are within their rights to request you turn the volume down if their group is being affected.

12. Parking

- a) Centre parking is limited, and we ask that all Groups be considerate of other users. WHST cannot guarantee parking availability.

13. Payment

- a) All fees and charges quoted are subject to change until confirmed with an invoice.
- b) All fees quoted are GST exclusive and are in NZ dollars.
- c) Invoices will be issued, and payment is due as stated therein.

14. Smoking/Vaping

The venue and its grounds are a smoke-free and vape-free area. This includes the front doorway, driveway, and car parks. [Smokefree and vaping legislation | Ministry of Health NZ](#)

15. Additional Charges

WHST reserves the right to invoice the hirer for any additional charges resulting from the hirer's use. In addition to venue hire price quoted at the time of booking the hirer may be charged for:

- a) Any damage to the venue, extra cleaning, rubbish removal, repair or reinstatement of the venue including any costs, losses, or expenses that WHST incurs.

By accepting this agreement and making a booking, the hirer warrants and confirms that:

- a) They have read and understood the full Terms and Conditions of hire.
- b) They are at least 18 years old and have the delegated authority to accept this agreement on behalf of the hirer.

Whangaroa Health Services Trust thanks you for your continued support in considering Te Ara Pae Ora as your preferred venue.