

**SPORTS HOUSE BOARDROOM BOOKING FORM**

**1. Name of Applicant / Club / Group**

Contact person

Email

Phone:

Cell:

Billing name and address

**2. Details of activity**

**Is this for commercial use?**

Please tick:

Not for Profit

Commercial

Entry Fee Charged

**3. Area(s) required**

Board Room

Kitchen

Small meeting room (8-10 people)

Number of participants:

**4. Day(s) / Date required:**

Set-up time:

Start time

Finish time:

Additional dates if a regular booking:

**5. Equipment available in the board room**

Chairs: 45

Tables (rectangle): 8

Please tick if you require any of the following:

Data projector / screen

Whiteboard

TV

Sound system/speakers

Wireless internet

**6. Tea & coffee requirements**

We can provide tea, coffee & milo supplies at an additional charge of \$3 ex GST per person

Provide tea/coffee

Number of people

**7. Staff**

Do you require staff to assist with:

Equipment Instruction

Open up/lock up

Clean Up

Cost \$30

**8. Request for Alcohol on Premises**

Yes

No

(Please note: Sale, supply and consumption of alcohol is in accordance with the NCC liquor licensing bylaws and subject to prior approval from the Facilities Supervisor - NCC). PTO for Conditions of Hire

## CONDITIONS OF HIRE

All hirers must sign and return a completed venue booking form.

### 1. Hire hours

All users of the complex will be required to vacate the premises no later than 11pm unless by prior arrangement.

### 2. Courtesy of other users

All users will take into consideration the rights of other users of the facility, in particular, in regard to noise, sharing of space and access to various parts of the facility.

### 3. Courtesy to neighbours

All users of the complex will take into consideration the rights of neighbouring properties and keep noise at an acceptable level.

### 4. Setup

Setup for the Board Room will be undertaken by the Hirer. It is the hirer's responsibility to set up, pack down and clean the area/s being hired unless by prior arrangement. The hirer will be responsible for the return of all furniture and equipment to its correct location.

### 5. Cleaning

It is the hirer's responsibility to leave the Board Room in a clean state with all rubbish removed from the building. Cleaning must be completed immediately following hire unless prior arrangement has been made. The cost of any excess rubbish removal or hire bins is to be met by the hirer. If cleaning is deemed substandard, the cost of hiring professional cleaners will be added to your account.

### 6. Confirmation of booking

All hirers are required to complete and sign a venue booking form. All booking requests are subject to confirmation.

### 7. Cancellations

If in the case of a cancellation please ensure that Sport Tasman is advised as early as possible. A 'no show' may result in a charge.

### 8. Payment

You will be invoiced by the Sport Tasman following your booking. Payment is required within 7 days of invoice date.

### 9. Security

The hirer will take responsibility for all areas opened by the hirer for the duration of the booking. Any equipment or items stored at the venue throughout the hire are left at the sole risk of the hirer. The hirer must ensure all windows and doors are shut and locked on departure and that all lights are turned off. The hirer will incur a penalty fee for any windows or doors left opened, lights left on or for any security alarm activations.

### 12. Alarms

The hirer will attend an orientation session to familiarise themselves with the alarm system. If the alarms are set off unnecessarily, a charge-out rate of \$50.00 will be applied to cover security call-out fee.

### 13. Fire Policy

Due to the nature of the facility the fire system is linked direct to the New Zealand Fire Service. There is a charge made by the fire service for intention false activation of this alarm. The current charge for this is \$1000 + GST. Where this is deemed intentional and is caused by a "participant", (spectator, guest or active participant) then this charge may be passed onto the individual(s) responsible or in the case where this can not be identified the hirer.

In an event where the complex is hired and no staff are present the hirer must nominate a Fire Warden to oversee any possible evacuation that may need to be initiated. Sport Tasman will provide full details to the nominated warden prior to the hire date - this to be arranged by Hirer. Fire exits must remain clear at all times.

### 14. Smoking

In accordance with the bylaws, smoking is NOT PERMITTED within the complex, including no smoking in or near entranceways. Smoking is NOT PERMITTED within Saxton Fields.

### 15. Alcohol

Sale, supply and consumption of alcohol is in accordance with the NCC liquor licensing bylaws. Please disclose your individual requirements at the time of hire. A bond may be required for users who will be serving alcohol.

### 16. Breakages

All breakages, loss and/or damage to the Board Room or fittings including kitchen items, must be declared as soon as practical and the cost of repair and/or replacement paid for by the hirer.

### INDEMNITY

*I hereby agree that in the event of any damage being caused to any part of Sports House or to any furniture or fittings or other articles therein belonging to the Sport Tasman or to loss thereof during the period of hire of the Sports House Board Room that I will/ we (individual/organisation) at my/our own expense will make good all such damage or loss, and in the event of my failing to do so within seven days after the occurrence of such damage/loss, I hereby irrevocably license and authorise the Tasman Regional Sports Trust to make good all damage or loss and hereby agree to indemnify Sport Tasman against all proper charges and expenses in respect thereof. I further declare that I fully understand the conditions of hire and have had the opportunity to seek independent legal advice on any areas that I am in any doubt.*

### DECLARATION

I/We have read and understood the above 'Conditions of Hire' and agree to uphold them for the term of our agreement/hire.

Name:

Signature:

Date:

### OFFICE USE ONLY:

Space available: YES / NO

Confirmed:

Amount:

Invoice Request Ref:

Date