

Please read this information manual to familiarise yourself with this facility  
and to understand your responsibilities when using these rooms

## RICCARTON/ RĀRĀKAU CENTRE 199 CLARENCE ST RICCARTON



For further user information please visit our web page  
<https://www.ccc.govt.nz/culture-and-community/venues-for-hire/riccarton-centre/>

Christchurch City Council Contact Details  
Phone 03-941 8999 or 0800-800-169  
24hrs/ 7 Days



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# How to complete the Pre-Use form correctly prior to using this facility.

Facility Hirer, it is mandatory and part of your hire conditions that you fill in this form correctly prior to every time you use this facility.

**Step 1: Fill in the Facility Name**

**Step 2: Contact Name & Contact Number**

**Step 3: The date and time you are using this facility**

**Step 4: Fill in your booking Name**

**Step 5: Read the "What to check" section**

**Step 6: Notify the CCC on 941-8999 if there are any Health & Safety issues found during your check of the facility. Report any injuries to the CCC H&S Auditor on 9418595 – after hour's phone 941-8999**

**Step 7: Fill in the hazard report details on the reverse side of the form,**

**Note: If no hazards are present the reverse side of the form doesn't require filling in.**



**Christchurch City Council**

**Pre-Use Inspection Checklist**

As the person agreeing to the hire conditions you have accepted the assignment of Health & Safety responsibilities for your group and to carry out the pre-use inspection check before your facility use commences.  
Please report all non-urgent issues on the reverse side of this form.  
All urgent issues please phone our 24 hr contact centre on 03 941 8999 or 0800 800 169

Facility: \_\_\_\_\_

Contact Details: \_\_\_\_\_

Date/Time of booking: \_\_\_\_\_

Name of Group/Hirer: \_\_\_\_\_

What to check	Tick	Initial
<b>Escape Routes</b> There should be clear access to all fire exit doors. Chairs & tables should not obstruct access. All fire exits should be unlocked prior to your booking commencement.		
<b>Evacuation Responsibilities</b> You must make yourself familiar with the exits and the evacuation procedures for the facility. As the hirer you are designated as the building warden and are responsible for the evacuation of your group from the building.		
<b>Fire Safety</b> Check where the fire extinguishers and/or hose reels are located (if applicable—Some facilities do not require these in the Building WOF) Occupancy numbers must not exceed the room or facility capacity.		
<b>Other Health &amp; Safety Issues</b> Please check the facility for any other hazards and report these on the reverse side of this form If urgent please phone our 24 hour/7 days contact centre on 03 941 8999 or 0800 800 169		

**Hazard Report**

Please record any hazards found below

**High** (Requires urgent attention—Likely to cause serious harm or fatality)  
Report immediately to our 24 hour contact centre 03 941 8999 or 0800 800 169

**Medium** (Requires immediate attention—Likely to cause injury/illness)

**Low** (Requires attention— May cause injury/illness)

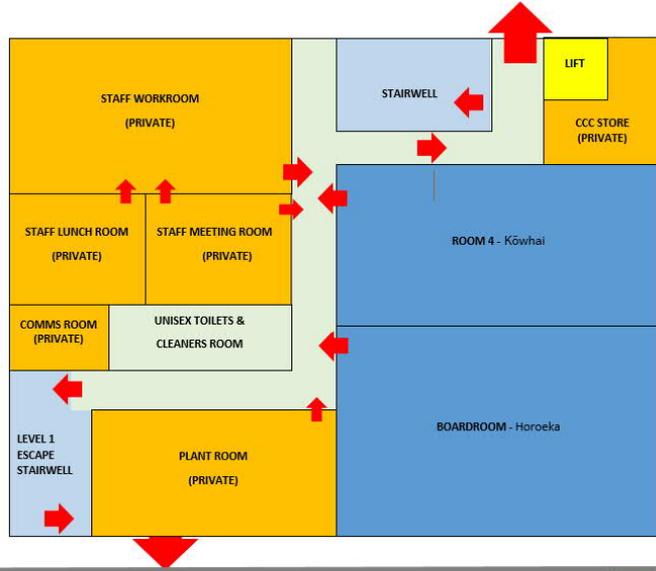
Hazard explanation— please indicate full details:

Please record here any other comments or feedback:

If you discover any urgent maintenance issues please phone our 24 hour contact centre to report them immediately 03-941-8999 or 0800 800 169



RICCARTON/ RĀRĀKAU CENTRE - 199 CLARENCE ST RICCARTON  
EMERGENCY EVACUATION 1<sup>ST</sup> FLOOR PLAN



SOUTHSIDE CAR PARK

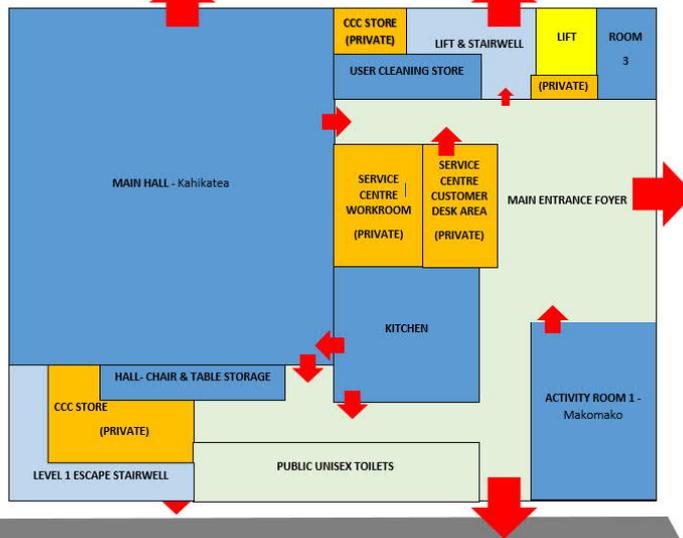


**ASSEMBLY POINT:** THE LIGHTING POLE AT THE ENTRANCE TO THE SOUTHSIDE CAR PARKING AREA

**STAY AWAY FROM ANY VEHICLE ENTRANCES – WHEN SAFE TO DO SO, CALL THE FIRE SERVICE 111**



RICCARTON/ RĀRĀKAU CENTRE - 199 CLARENCE ST RICCARTON  
EMERGENCY EVACUATION GROUND FLOOR PLAN



SOUTHSIDE CAR PARK



**ASSEMBLY POINT:** THE LIGHTING POLE AT THE ENTRANCE TO THE SOUTHSIDE CAR PARKING AREA

**STAY AWAY FROM ANY VEHICLE ENTRANCES – WHEN SAFE TO DO SO, CALL THE FIRE SERVICE 111**

**IMPORTANT:** IF YOU DISCOVER A FIRE SOUND THE ALARM AND THEN EVACUATE THE BUILDING IMMEDIATELY – CALL THE FIRE SERVICE ON **111** FROM A SAFE POSITION AWAY FROM THE DANGER.

# FIRE ACTION

Riccarton Centre – 199 Clarence St Riccarton



## FIRE ACTION



1) OPERATE THE NEAREST  
CALL POINT AND YELL  
**“FIRE-FIRE-FIRE”**



2) LEAVE THE BUILDING BY  
THE NEAREST EXIT



3) ASSEMBLY POINT: THE  
LIGHTING POLE AT THE  
ENTRANCE TO THE  
CARPARK - SOUTHSIDE



4) CALL THE FIRE SERVICE  
FROM A SAFE PLACE

**DIAL 111**



**\*DO NOT USE LIFTS, IF PROVIDED**  
**\*DO NOT TAKE RISKS**  
**\*DO NOT RUN**  
**\*DO NOT RE-ENTER THE BUILDING UNTIL YOU ARE TOLD IT IS SAFE TO DO SO**

## TOUCH DOOR RELEASE INSTRUCTIONS

There are 2 types of Touch Door Release Switches used in this building.

**STANDARD TYPE** – Use this always to unlock doors throughout the building



**EMERGENCY TYPE** – Use this only in an emergency, this type has a local alarm and will become noisy once pushed. This is not connected to the alarm system and can be deactivated by using a special tool.



\*See page 16 of this manual to learn how to reset this switch if it is touched by accident.

**EMERGENCY TOUCH DOOR RELEASE RESET INSTRUCTIONS**



## KITCHEN – Please note that this is shared kitchen

### KITCHEN EQUIPMENT

- Zip Water Boiler
- 2 Ovens
- 2 Microwave Ovens
- 1 Commercial Dishwasher
- 1 Large Fridge
- Limited crockery and cutlery



### LIGHTING

The switch is located beside the door into the hall,



### OVENS “Manual folder in kitchen”

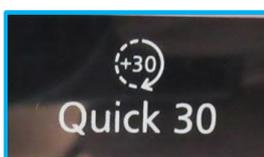
The ovens provided are standard residential ovens and require no special instructions for use – please turn off after use

### WALL HOT WATER BOILER

Instructions for use are located beside the heater unit – please do not turn off after use

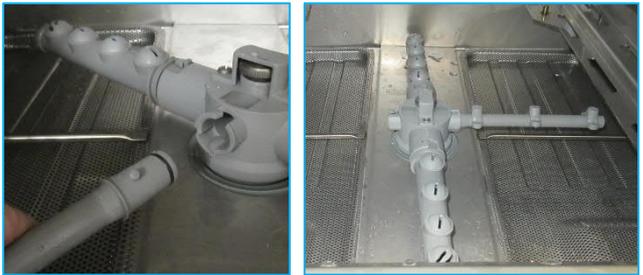
### MICROWAVE OVENS “Manual folder in kitchen”

Use the “Quick 30” button to choose a desired time – This allows for fast heating for a maximum of 5 minutes. Touch the button to increase duration time



# DISHWASHER INSTRUCTIONS

NOTE: If you are going to use the dishwasher during your hire time you will need to turn it on when you arrive to allow enough time for the unit to fill & heat up. Once the machine is ready..... Please empty this machine at the end of your booking  
Thank you

TO START USING THE MACHINE	
1. Turn dishwasher on by pushing the "On" button	
2. You will need to wait whilst the dishwasher fills and heats the water. The letters "FIL" show that the unit is filling and heating water	
3. When the machine is full of water and up to temperature you can start loading the tray.	
4. Close the door and push the desired timer button. The machine has 3 time settings – 1 minute – 2 minutes or 3 minutes.	
5. The machine will beep and the word "End" will be displayed when the machine has finished. You can open the door and empty the tray	
TO EMPTY THE MACHINE - Please note that the drain time is approximately 3-5 minutes	
1. Before you start the shutdown process close the door and push the drain button, the light will come on and you can now open the door and start step 2	
2. Please be careful with this step as there is very hot water inside the unit. Remove 1 arm from the machine by turning it clockwise then pulling carefully	
3. Remove the LH Side cover and locate the drain stick and remove	
4. Close the door and the machine will start to drain. Once finished repeat in reverse steps 1, 2 & 3 – "CLE" will be displayed whilst emptying. Do not open the door until you see the word "End" displayed – Turn the machine off (Step 1)	

# HALL - Kahikatea

## ROOM EQUIPMENT

- A recessed data projector is installed in the Main Hall ceiling with a large retractable projector screen and speakers recessed into the ceiling
- 15 Trestle tables
- 80 Chairs
- AV Capability – MP3/ HDMI/ Microphone
- Hearing Loop



## HALL LIGHTING

Please note that the hall lighting is sensor operated and will turn on when you enter the hall if you require less or more lighting please use the Hall Lighting Touch Screen

Unless you see this screen first follow the instructions below



1. Swipe the touch screen RIGHT
2. Enter pin code on touchpad - 5432
3. Touch the icon "SceneSet"
4. Choose required lighting level



\*Note: All on - 75% - 25% & AV Scene Mode

## HALL - Kahikatea

**STANDARD TOUCH DOOR RELEASE** – Touch this switch when you want to open the door anytime during your session



**EMERGENCY TOUCH DOOR RELEASE** – Touch this only in an emergency (see page 16 on how to reset if touched by accident)



**HEATING** – If the hall is cold or too hot when you arrive please check this switch and adjust as required. You can make small adjustments to the temperature by using the wall mounted "CHANGE TEMP" ball switch located above the A/H Heating Switch at the main entry to the hall – please allow time for the heating adjustment to come into effect (approx. 3-5mins) When your hire is finished please return the ball to 21 to make it comfortable when the next group arrives



**AFTER HOURS HEATING** – To be used when not in business hours e.g. Weekday evenings, Saturday or Sunday. Push the "Heating/ cooling switch to start, this will last for 2 hours and will require restarting after this time.



**HEARING LOOP** – This can be used only when a microphone or lapel microphone is being used – (These items will need to be booked prior to use)



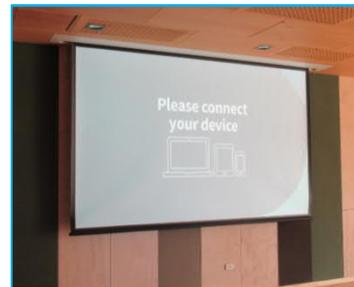
# HALL AV EQUIPMENT - IDENTIFYING AV ITEMS

Please note: Both types of microphones will still operate even if the instructions aren't followed but you won't be able to alter the volume – Unless you are happy with the current volume follow the below process

The location of the AMX Touch Screen & Wall Plate is on the western side wall LH side.



The location of the Retractable Screen is in the middle of the western side wall.



The location of the Retractable Data Projector is in the centre of the hall ceiling



The location of the AV Lighting Mode touch screen is at the main entrance to the hall on the LH side of the wall  
\*For the best lighting during your presentation etc. Choose the "Audio Visual Scene" by touching the bottom screen button



2x Microphone – This item requires booking and a deposit to be paid



1x Lapel Pocket Transmitter - This item requires booking and a deposit to be paid



3.5mm MP3 Cable & HDMI Cables

3.5mm



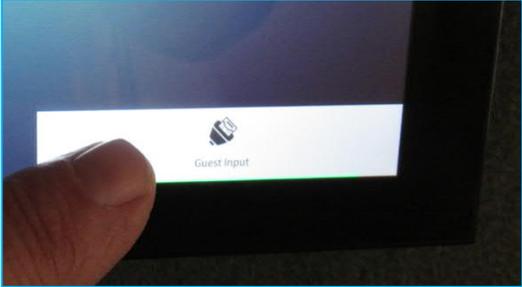
HDMI



Connection & Operation Instructions Next Pages

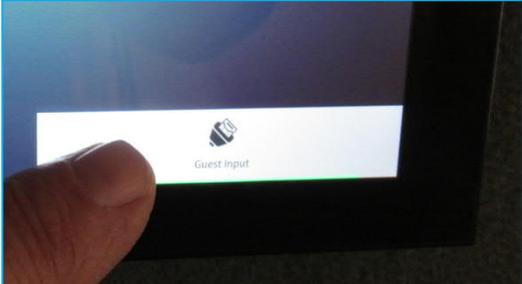
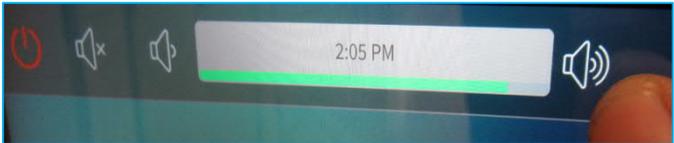
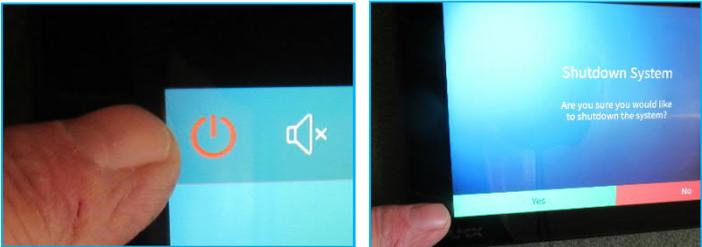
# AV SET UP - MP3 AUDIO ONLY

## Required Equipment – Cell Phone, MP3 Player

<p>1. Locate the AMX Touchscreen &amp; Wallplate. The location of the AMX Touch Screen &amp; Wall Plate is on LH side of the western wall.</p>	
<p>2. Turn on your device making sure you have the volume up and then insert your 3.5mm audio cable into your device socket</p>	
<p>3. Insert the other end of your cable into the Wallplate marked "AUDIO IN"</p>	
<p>4. Touch the "AMX Touch Screen" to activate</p>	
<p>5. Touch the RH side lower button named "Guest Input" at this point the retractable screen &amp; data projector will engage and lower into position</p>	
<p>6. The AV system is ready to go</p>	
<p>7. Now you can adjust the volume on the "AMX Touch Screen" by touching the speaker icon on either side of the time box. You can also mute the sound by touching the speaker with the X next to it</p>	
<p>8. Shutdown – Touch the RED off icon on the top LH side of the screen – next touch the "YES" button at the bottom of the next screen. If you do not want to turn the system off then just touch the "NO" button. <b>Please shutdown the AV system when you have finished</b></p>	

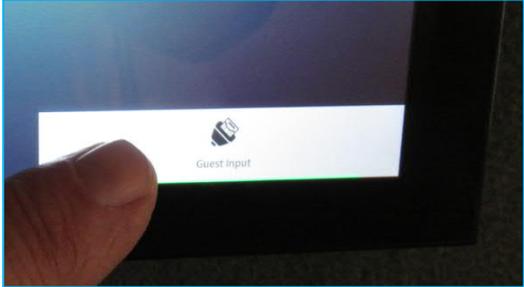
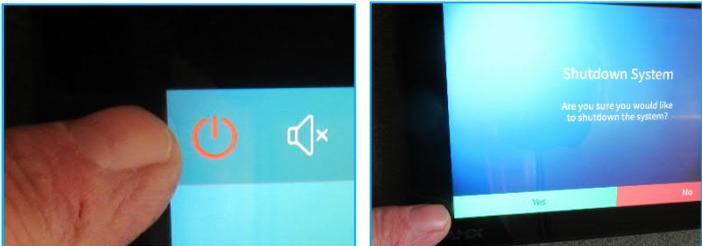
# AV SET UP - HDMI ONLY

Required Equipment – Laptop, Tablet or other Video device

<p>1. Locate the AMX Touchscreen &amp; Wallplate. The location of the AMX Touch Screen &amp; Wall Plate is on LH side of the western wall.</p>	
<p>2. Turn on your device making sure you have the volume up and then insert your HDMI cable into your device socket</p>	
<p>3. Insert the other end of your cable into the Wallplate marked "HDMI"</p>	
<p>4. Touch the "AMX Touch Screen" to activate</p>	
<p>5. Touch the RH side lower button named "Guest Input" at this point the retractable screen &amp; data projector will engage and lower into position</p>	
<p>6. The AV system is ready to go</p>	
<p>7. Now you can adjust the volume on the "AMX Touch Screen" by touching the speaker icon on either side of the time box. You can also mute the sound by touching the speaker with the "X" next to it</p>	
<p>8. Shutdown – Touch the RED off icon on the top LH side of the screen – next touch the "YES" button at the bottom of the next screen. If you do not want to turn the system off then just touch the "NO" button. <b>Please shutdown the AV system when you have finished</b></p>	

# AV SET UP – HANDHELD MICROPHONE ONLY

Please note that the microphone will still operate even if the instructions below aren't followed but you won't be able to alter the volume – Unless you are happy with the current volume level please follow the instructions below

<p>1. You will need to book this item prior to your booking. Turn on the Microphone by pushing the button, the light will flash “red green red” and stay green once connected</p>	
<p>2. Locate the AMX Touchscreen. The location of the AMX Touch Screen is on LH side of the western wall. Touch the screen to activate</p>	
<p>3. Touch the RH side lower button named “Guest Input” at this point the retractable screen &amp; data projector will engage and lower into position</p>	
<p>4. Touch the Microphone Icon located top RH Side of Screen and the volume page will show. Now you can adjust your volume. Remember to check the label on your microphone is the same as the one displayed on this volume page</p>	
<p>5. Please remember to turn off the Microphone by pushing the button on the device the light will go out when off.</p>	
<p>6. System Shutdown – Touch the RED off icon on the top LH side of the screen – next touch the “YES” button at the bottom of the next screen. If you do not want to turn the system off then just touch the “NO” button. <b>Please shutdown the AV system when you have finished</b></p>	

# AV SET UP – LAPEL MICROPHONE ONLY

Please note that the microphone will still operate even if the instructions below aren't followed but you won't be able to alter the volume – Unless you are happy with the current volume level please follow the instructions below

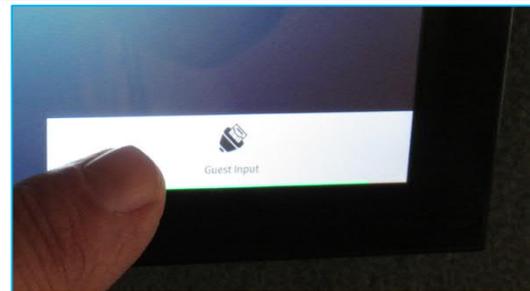
1. You will need to book this item prior to your booking. Turn on the Microphone by pushing the button, the light will flash "red - green - red" and stay green once connected



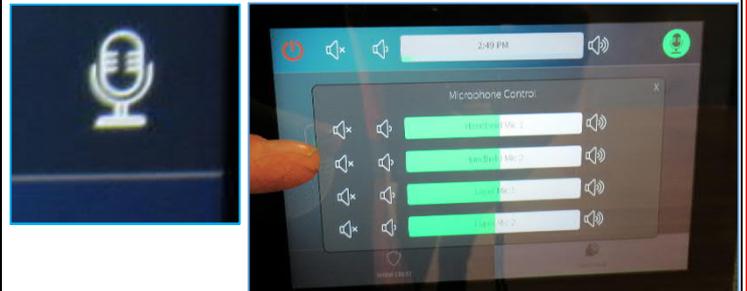
2. Locate the AMX Touchscreen. The location of the AMX Touch Screen is on LH side of the western wall.



3. Turn on the Lapel Unit and then touch the RH side lower button named "Guest Input" at this point the retractable screen & data projector will engage and lower into position



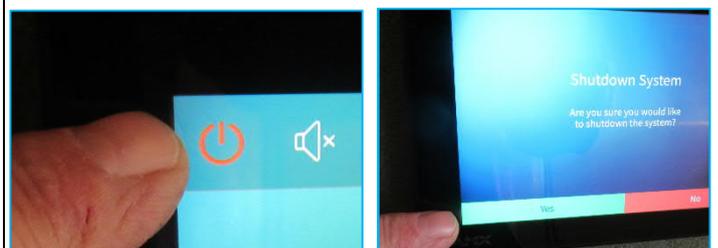
4. Touch the Microphone Icon located top RH Side of Screen and the volume page will show. Now you can adjust your volume. Remember to check the label on your microphone is the same as the one displayed on this volume page



5. Please remember to turn off the Microphone by pushing the button on the device, the light will go out when off.



6. System Shutdown – Touch the RED off icon on the top LH side of the screen – next touch the "YES" button at the bottom of the next screen. If you do not want to turn the system off then just touch the "NO" button. **Please shutdown the AV system when you have finished**



# ACTIVITY ROOM 1 - Makomako

## ROOM

## EQUIPMENT

- 12 chairs
- 2 Tilting Tables
- Heating
- Lighting



**LIGHTING SWITCH** – This switch is Located beside the entrance door



**HEATING** – The heating in this room is controlled by the building computer so it cannot be altered.

**AFTER HOURS HEATING** - This switch is Located beside the entrance door and can be used when not in business hours e.g. Weekday evenings, Saturday or Sunday. Push the "Heating/ cooling switch to start, this will last for 2 hours and will require restarting after this time.



## ACTIVITY ROOM 4 - Kōwhai

### ROOM

### EQUIPMENT

- 20 chairs
- 4 Tilting Tables
- Kitchenette
- Heating Controller
- Lighting



**LIGHTING** – This switch is located by the entrance on the wall.



**DOOR TOUCH RELEASE** – Touch this to open the door when leaving



**HEATING** – You can alter the room temperature by using the wall "CHANGE TEMP" controller – Please note that after business hours you will need to push the A/H Heating/ cooling switch every 2 hours



**AFTER HOURS HEATING** - This switch is Located beside the entrance door and can be used when not in business hours e.g. Weekday evenings, Saturday or Sunday. Push the "HEATING/ COOLING" switch to start, this will last for 2 hours and will require restarting after this time



# BOARDROOM – Horoeeka

## ROOM EQUIPMENT

- 20 chairs
- 5 Tilting Tables
- Kitchenette
- Heating Controller
- Lighting
- 1 Tilting Table with AV – HDMI Capability - Organised through the governance team
- 2 Wall Mounted Screens
- Lighting



**LIGHTING** – This switch is located by the entrance on the wall.



**DOOR TOUCH RELEASE** – Touch this to open the door when leaving



**HEATING** – You can alter the room temperature by using the wall "CHANGE TEMP" controller – Please note that after business hours you will need to push the A/H Heating/ cooling switch every 2 hours



**AFTER HOURS HEATING** - This switch is Located beside the entrance door and can be used when not in business hours e.g. Weekday evenings, Saturday or Sunday. Push the "HEATING/ COOLING" switch to start, this will last for 2 hours and will require restarting after this time



## CLEANING AND RUBBISH REMOVAL

We provide mops, buckets, brooms, cloths, cleaning liquids and a vacuum cleaner for your use these are located in the cleaning cupboard which can be accessed at the bottom of the stairs and also in the hall. You must provide your own rubbish bags.

Please leave the area you have used in a clean condition. Some facility exercise users require a clean floor so please be considerate to others.

## FURNITURE USE

Please clean all furniture used during your booking, this includes tables and chairs. No furniture should be left in the lobby as it is a fire escape risk. Put all chairs in furniture cupboards provided and neatly store tables at the end of the room. Please ensure no furniture is placed in front of the fire exits.

## BOOKING TIMES

You must adhere to your confirmed booking times to avoid extra charges and inconvenience to other hirers.

Evening bookings: Please vacate the building by 10pm Sunday to Thursday

& Midnight Friday and Saturday. A security guard may at some point visit your event during the evening.

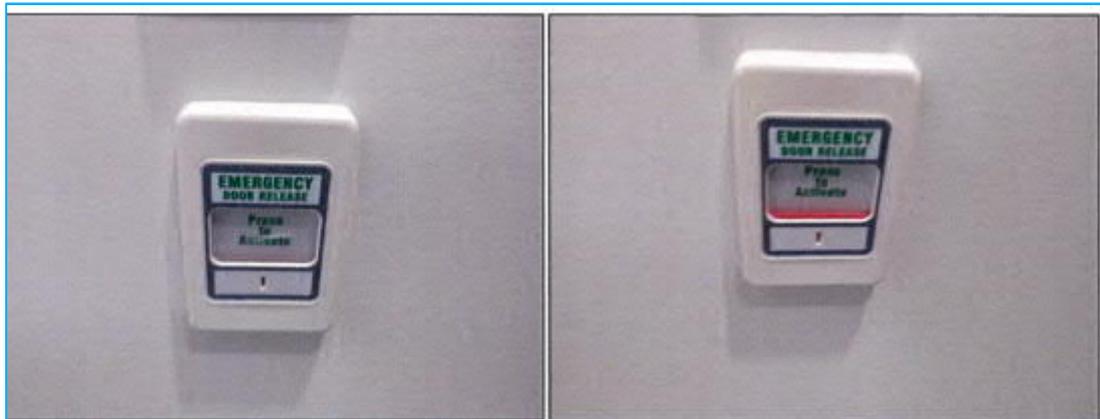
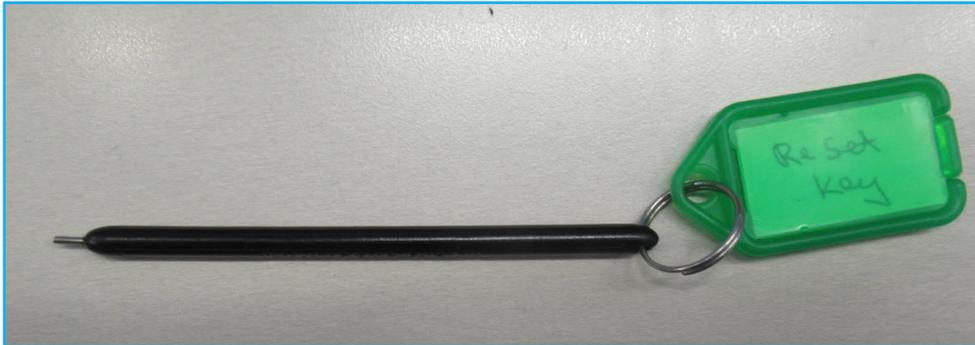
## LOCKING & LEAVING THE BUILDING

Please make sure:

- All electrical items including lighting used is turned off with the exception of the hot water boiler, this can be left on
- Furniture is clean and put away
- Cleaning has been completed
- Rubbish has been removed
- Dishwasher has been emptied of water and dishes
- A check of the outside area for any other rubbish items is completed
- All external doors are closed properly

# EMERGENCY TOUCH DOOR RELEASE RESET INSTRUCTIONS

Special tool location = Top drawer in the kitchen



If this Touch Release is pushed by accident a local alarm will sound at that door only. The fire service will not arrive and it can be shutdown simply by using the tool provided or a pen tip, plastic card or slim key.

Once activated a RED plastic piece will show. Simply insert the tool into the hole and push downwards gently. The RED piece will drop and the unit will be reset. If no tool is available gently push the RED piece downwards to fit it back into place. **This tool is kept in the kitchen top drawer, please return it**



## FAQ

•	Can I use the microphone during my hire time?	Yes, these need to be booked prior to your hire time – you have the choice of a Handheld Microphone or a Lapel Microphone
•	My microphone won't work?	Check the microphone volume screen to see if the microphone has been muted
•	Are there separate Men's or Ladies toilets?	All the toilets in this building are unisex, this includes the accessible toilets
•	Can we have alcohol during our hire time?	No, this building and surrounding grounds are alcohol free.
•	Can I leave my rubbish behind?	No, you are required to take all your rubbish away to be dealt with appropriately.
•	Can I leave items at this hall in storage?	No, there is no room for any group or individual to leave items behind.
•	Can we use the Boardroom?	Yes but this needs to be booked through the governance team (see the service desk staff)
•	Do I need to set or unset an alarm?	No, this is sensor operated and requires no action.
•	Why are other groups using the kitchen?	The main kitchen is to be shared amongst all building users. If you require the kitchen just for your group you will need to discuss this with our hire team
•		
•		

Please ensure you have fully read and understood the following Terms & Conditions.

These are your responsibilities as the hirer when booking a Christchurch City Council Community Facility.

### Bookings

- ☒ Bookings are for a minimum of one hour
- ☒ The hirer must truthfully and accurately state the type of activity the community facility is being hired for
- ☒ The hirer must only use the community facility area they have booked and paid for
- ☒ Set up and pack down time must be allowed for and included in the hire period
- ☒ Christchurch City Council reserves the right to have staff, or their representatives present at the event at any time
- ☒ The hirer must adhere to the confirmed hire period. Failure to do so can incur additional charges (hourly rate) and possible cancellations of future bookings
- ☒ Cancellation rules apply to all amended bookings that result in a different time period, except for the extension of existing booking time frames
- ☒ Fees and charges are based on the current Annual Plan: i.e. 01 July to 30 June 12 month period and can be viewed at [ccc.govt.nz/the-council/plans-strategies-policies-and-bylaws/plans/long-term-plan-and-annual-plans/fees-and-charges/fees-community-support](http://ccc.govt.nz/the-council/plans-strategies-policies-and-bylaws/plans/long-term-plan-and-annual-plans/fees-and-charges/fees-community-support)
- ☒ All fees quoted at the time of making the booking are GST inclusive.

### Regular Hire

- ☒ a hirer who has 6 or more confirmed bookings within Christchurch City Council's financial year is a 'regular hirer' for the purposes of these Terms and Conditions
- ☒ To confirm a booking a regular hirer must acknowledge their booking within 7 days of receiving the booking schedule
- ☒ These Terms & Conditions shall be deemed to be accepted if the regular hirer does not contest the booking schedule within 7 days from receipt of the booking schedule
- ☒ A regular hirer may pay the total annual hire for all its bookings in the financial year:
  - At the time the bookings are made; or
  - By regular monthly invoicing issued by Christchurch City Council with payment due as stated on the invoice
- ☒ Future bookings are subject to cancellation due to non-payment as per invoice requirements.

### Casual Hire

- ☒ A hirer who has less than 6 confirmed bookings within Christchurch City Council's financial year, is a 'casual hirer' for the purposes of these Terms and Conditions
- ☒ To confirm a booking (or bookings), a casual hirer must:
  - Accept the Terms and Conditions of Hire, and
  - Make full payment of the relevant venue hire price at the time of booking (payment means you have accepted these Terms and Conditions).

### Additional Charges

Christchurch City Council reserves the right to invoice the hirer for any additional charges in addition to the venue hire price paid at the time of the booking, the hirer may also be charged for:

- ☒ Unsatisfactory standard of cleaning throughout the facility to ensure that it is ready for the next hirer
- ☒ Any damage or loss to the community facility including but not limited to loss of keys, damage to facility locks or chattels caused during the hire period.
- ☒ Any theft of Christchurch City Council property from the community facility during the hire period
- ☒ Failure to conclude the facility hire by the agreed time
- ☒ Failure to remove event rubbish from the community facility
- ☒ Failure to secure the community facility after the hire period including checking doors, windows, fire exits
- ☒ Any cost, losses or expenses that Christchurch City Council incur due to a breach of these Terms and Conditions including but not limited to extra cleaning, rubbish removal, cancellation or refunds for the next hire due to your failure to meet Terms and Conditions
- ☒ Any unreturned access card(s) and/or key(s)
- ☒ Any Emergency Services call out or fire alarm activation attendance for a non-emergency situation
- ☒ A security fee may be applied to certain bookings at the discretion of Christchurch City Council
- ☒ A cleaning fee may be applied to certain bookings at the discretion of Christchurch City Council.

### Cancellation of Hire

- ☒ The hirer agrees to cancel the booking by contacting Christchurch City Council
- ☒ Bookings can be cancelled without charge up to 7 days prior to the event
- ☒ Christchurch City Council reserves the right to levy full booking costs for confirmed bookings not utilised or cancelled within 7 days of the event
- ☒ Christchurch City Council reserves the right to cancel the booking if any unforeseen circumstances arise after the booking has been confirmed
- ☒ Christchurch City Council reserves the right to cancel any bookings at its sole discretion without liability for any loss or additional costs incurred by the hirer or payment of compensation to any party whatsoever. Fees or charges paid prior to the cancellation of the booking will be refunded or credited to the Hirer. Should a request for a booking be made at a time and/or venue that conflicts with another booking, Christchurch City Council shall at its sole discretion determine which hirer shall be given use of the venue.

### Pre-Use Check Form

- ☒ As Christchurch City Council community facilities are self-managed, it is MANDATORY to complete a Pre-Use Check form prior to using the facility for your event to record the condition of the facility. This is a legislative requirement to ensure the Council meets Building Warrant of Fitness requirements
- ☒ Forms are located in the entrance to the facility and are to be left in the receptacle provided which will be clearly named.

### General Conditions of Use

All hirers must be a legal entity. Christchurch City Council can ask for proof of legal identity. A legal entity is a registered group or individual 18 years and older, who has capacity to:

- ☒ Enter into agreements or contracts
  - ☒ Assume obligations
  - ☒ Incur and pay debts
  - ☒ Sue and be sued in their/ his/her own right
  - ☒ Be accountable for illegal activities
- a) The person who makes the booking (or the legal entity's representative as notified to the Council) is required to be present for the whole duration of the event
  - b) The stated capacity of the community facility must not be exceeded at any time in order to meet national Building Warrant of Fitness standards. It is the hirer's responsibility to understand the venue's capacity and ensure it is complied with
  - c) All statutory rules, regulations and bylaws in force must be observed and complied with by the hirer
  - d) It is the responsibility of the hirer to inspect the community facility at the commencement of their allotted booking time to ensure its condition is safe and fit for the purpose of the hire. Any hazards are to be immediately reported to the relevant emergency response, and to Christchurch City Council on 03 941 8999
  - e) It is the hirer's responsibility to ensure the general public does not have access to the community facility, including toilets, during the hire period
  - f) The hirer shall ensure that all persons have vacated the community facility by the end of the hire period
  - g) If alcohol is to be served or consumed during the event, the hirer must comply with the Sale and Supply of Alcohol Act 2012 and have all necessary licences in place and must comply with the Council's responsible host policy.
  - h) Caged pet shows are permitted in a number of Council community facilities (contact Christchurch City Council for confirmation). There are to be no live animals in other facilities with the exception of guide dogs for the visually impaired, registered companion animals or official animals of the NZ Police
  - i) The hirer is not permitted to allow any illegal activities to take place in or outside the community facility during their hire period
  - j) It is the hirer's responsibility to contact the NZ Police immediately if there are any safety concerns due to disorderly behaviour
  - k) Behaviour of the hirer and the attendees of the even must be respectful at all times towards attendees of other events (if any), to Christchurch City Council staff and representatives of any Christchurch City Council engaged contractors. Any behaviour that is intimidating, harassing or harmful can be reported to the Christchurch City Council and future bookings of the reported group may be reviewed
  - l) Noise levels must be kept to an acceptable level at all times and attendees are to be considerate of other occupants (if any) of the community facility
  - m) All notices (including leaflets, posters etc.) are only permitted on Council notice boards and must not be stuck on/pinned to any other surface
  - n) Pins, staples or other fasteners must not be inserted in the walls, floor or ceiling of Council's community facilities

- o) Chewing gum is not permitted in any Council community facilities
- p) Notwithstanding any other provision contained in these Terms and Conditions, Christchurch City Council may refuse admission to any person or require any person attending the event to leave the community facility at the sole discretion of any Christchurch City Council staff or their representative
- q) Nothing in these Terms and Conditions creates a landlord and tenant relationship between the parties,
- r) All persons accepting these Terms and Conditions shall be personally bound to abide by and to fulfil all of the hirers' obligations under these Terms and Conditions.

#### Health & Safety at Work Act 2015

The hirer agrees to:

- Complete a facility 'Pre-Use Inspection' form to ensure the Council meets Building Warrant of Fitness requirements. Forms can be found in the foyer areas or next to the entrance of room, lounge or auditorium,
- Accept the responsibility to act as the building warden. Verifying the positions of all exit points and safety equipment. Confirming that doorways/exit points are stairways are clear and unobstructed.
- Being present during the whole duration of the hire. Asking for assistance if you do not understand these responsibilities.

#### Damage

The hirer agrees to:

- Report any damage or heavy wear to equipment to the Council via 03 941 8999 at the time of your booking
- Accept the cost incurred by Christchurch City Council to make good on any damage or repair caused as a result of your function/event.

#### First Aid Kit

The hirer agrees to:

- Make available a first aid kit to service your own group's needs.

#### Fire/Evacuation Responsibilities

The hirer agrees to:

- Act as a Fire Warden during the term of your hire
- Controlling and supervising facility emergency evacuation procedures
- Check the position of the orange 'Warden' armband.

#### Emergency Exit Doors

- Emergency Exit doors are indicated as such at any Christchurch City Council community facility by a sign
- Emergency Exit doors are to remain unobstructed at all times
- Emergency Exit doors are to remain closed at all times unless in an emergency
- The hirer will ensure that no vehicles are parked in front of, or obstructs in any way the venues' Emergency Exit/s. Vehicles should only be parked in designated areas.

#### Telephone

The hirer agrees to:

- Ensure that there is provision of a cell phone for emergency purposes if there is no public telephone provided at the community facility.

#### Smoke-free Environments Act (1990)

The hirer agrees to:

- comply with Christchurch City Council's smoke-free policy
- Ensure that smoking (including vaping) is not permitted in any part of the community facility or within 5 metres of a doorway
- Ensure that smoke generating equipment is not used in any Christchurch City Council community facility.

#### Flammable materials

- Gas appliances, barbecues, spit roasts, cookers, naked flames (e.g. candles) or flammable liquids are not permitted in any Christchurch City Council community facility.

### Noise

The hirer agrees to:

- ☒ Ensuring their activity/event noise is not excessive or disruptive to neighbours
- ☒ Comply with any Christchurch City Council or Noise Control Officers request or instruction
- ☒ Failure to comply with any Christchurch City Council or Noise Control requests will result in the Police being called to stop the event.

### Cleaning Equipment

It is the responsibility of the hirer to

- ☒ ensure that the community facility, including the surrounding grounds, is left in a clean and tidy state ready for use by the next hirer
- ☒ Supply your own kitchen materials, rubbish bags and cleaning materials
- ☒ Empty the dishwasher before you leave
- ☒ Ensure oven, stove top and benchtops are left in a clean ready to use condition
- ☒ Return all Christchurch City Council provided cleaning materials/equipment to the allocated cleaning storage area in a clean condition
- ☒ Remove all rubbish generated from the activity/event including but not limited to catering materials, food, containers, glassware, boxes etc. from the community facility.

### Facility Furniture (including chairs)

- ☒ Furniture is NOT to be moved between rooms. Each venue has allocated equipment relating to the capacity and legal occupancy levels
- ☒ All furniture is to be stacked and stored as indicated on the instructions present at site
- ☒ Furniture is NOT to be stacked/stored in any Emergency Exit point in any circumstance
- ☒ Christchurch City Council furniture is not to be used as moving equipment for any equipment being bought onto site by the hirer, the hirer is required to supply any additional equipment they may require.

### Storage

- ☒ There is no storage available at any community facilities for hirer's equipment unless an existing agreement is in place with Christchurch City Council
- ☒ Under no circumstances is food to be kept in any of Christchurch City Council's storage units
- ☒ Christchurch City Council reserves the right to request hirers to remove any item remaining at a community facility where circumstances warrant
- ☒ Items belonging to hirers are not to be left on site that impedes the Buildings Warrant of Fitness in any way, if they do, the Christchurch City Council can remove and dispose of said item as they see fit
- ☒ Christchurch City Council is not responsible for any loss or damage to any item(s) left in or stored in a community facility by the hirer.

### Building Lock Up

- ☒ At the conclusion of hire, unless the next hirer is present for their booking, the community facility is to be locked up, made secure, lighting off, alarms set as required before leaving the facility
- ☒ Any cost associated with securing the facility after use due to a hirer not completing their responsibilities can be invoiced back to the hirer.